



Sacramento, California
www.caed.uscourts.gov

Position Details

Grade Range: CL 30 to CL 31

Salary Range: \$83,624 - \$157,100

**Closing Date: 4:00 pm on Friday,
March 7, 2014**

How to Apply:

For consideration, applicants must submit the following by the stated closing date:

1) An introductory cover letter that includes the reason why the candidate is seeking the position.

2) A chronological resume detailing professional work history, key accomplishments and the reason why each job listed was left.

3) A salary history and list of at least 3 professional references.

Materials must be received as email attachments in either Word or PDF format sent to “CAED-HR@CAED.USCOURTS.GOV” by no later than 4:00 pm on Friday, March 7, 2014. Please reference “2014-02” in the subject line of your message.

The U.S. District Court – Eastern District of California is a trial court in the federal court system serving 34 counties in the fast growing Central and Northern interior of California. The court is headquartered in Sacramento with a large divisional office in Fresno and remote satellite offices in Bakersfield, Redding and Yosemite National Park. The court is seeking candidates for the position of Director of IT in our Sacramento office.

Candidates not currently residing in the Sacramento area will find it a highly desirable place to live. Sacramento has a mild Mediterranean climate with no snow in the winter, affordable housing compared to other large cities in California, and a wide-range of services, entertainment and recreational activities. Sacramento is also ideally situated with close proximity to San Francisco and the Napa Valley to the west and Lake Tahoe and world-class ski resorts to the east.

The incumbent will report to our Chief Deputy and will be responsible for managing our district-wide IT Unit. This will include managing and leading a support staff of 13 IT professionals. The incumbent will also be responsible for both short-term and strategic long-range planning, managing the IT budget and purchasing and inventory control systems, establishing and administering IT operational policies and goals, and ensuring that the IT related needs of a wide range of end users are identified, understood, and met.

The IT Unit supports approximately 235 end users, including 24 federal judges, located throughout the district. Services provided include network support, applications support, desktop support, website support, and software development. Support is also provided to ensure members of the Bar and public can access the court’s online public systems.

The court operates in a multi-hardware and operating systems platform environment that includes SUSE Linux, Microsoft Windows, Active Directory, Novell Netware/OES, and Windows Server and networking infrastructure. The IT Unit is also responsible for the courtroom audio-visual evidence presentation systems, an Avaya telephone system with Meridian switches that serves the court and other court units, and Polycom video conferencing systems.

Minimum Qualifications:

The candidate the court is seeking has a proven track record of successfully leading an IT unit. In addition, the candidate possesses the following:

- Demonstrated ability with setting and communicating achievable goals and expectations, identifying, developing and maximizing employees’ talents, motivating staff, and ensuring work is performed collaboratively with other units;
- Strong communication skills, project management skills and long-range planning skills;
- Extensive technical knowledge of the IT systems in use within the court, and of IT-related budgeting, purchasing, and inventory control processes and procedures.

**Director of IT Opportunity
Announcement**

Cont.

The candidate also must possess a Bachelor's degree from an accredited college or university (preferable in a field of study directly related to management and/or Information Technology) and at least six (6) years of progressively responsible professional work experience that has provided a thorough knowledge of the concepts, principles and theories of organizational and information technology management. At least three (3) of the six (6) years of experience must have been in a position with substantial IT management or IT supervisory responsibility.

Preferred Qualifications:

In addition to the minimum qualifications, the following are highly preferred:

- Experience managing an IT Unit within a federal court agency.
- Completion of a Master's degree in a management or IT related field from an accredited college or university.

Disclosures:

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided. As a condition of employment, the selected candidate must complete a 10-year background investigation that includes an FBI fingerprint check and credit check. All information provided by applicants is subject to verification and background investigation.