U.S. District Court – Eastern District of California
Opportunity Announcement #2015-08

Information Technology Supervisor

Fresno, California
www.caed.uscourts.gov

Position Details

Job Grade: CL 27-28
Salary Range: $46,835 - $91,275

Closing Date: 4/17/2015@ 4:00pm

How to Apply:

The following materials must be sent as e-mail attachments in either Word or PDF format to "CAED-HR@caed.uscourts.gov" by **no later than 4:00 p.m. on Friday, April 17, 2015** (please reference "2015-08" in subject line message):
1) An introductory cover letter.
2) A chronological resume detailing work history, the number of employees supervised (if applicable), and the reason you left each job listed.
3) An ending salary for each job listed on your resume.

Benefits:

- **Paid Holidays**
- **Health Insurance**
- **Dental & Vision Insurance**
- **Flexible Spending Accounts**
- **Life Insurance**
- **Retirement Benefits**
- **On Site Gym**
- **Parking Space**

For more information about benefits go to: USCourts.gov

The United States District Court – Eastern District of California provides an ideal environment to launch or continue a career in public service. We offer a stable, service oriented work environment; the opportunity to perform challenging work that directly supports the mission of the federal court; and a competitive salary range with full federal benefits.

The Eastern District of California includes thirty-four counties located in the fast growing Central and Northern interior of California. Our headquarters office is located in Sacramento, a large divisional office is located in Fresno, and small satellite offices are located in Bakersfield, Redding and Yosemite National Park. Our bench is comprised of twenty-three full-time federal judges and approximately 210 chambers and Clerk's Office staff members. For more information about our court, please visit our website at: www.caed.uscourts.gov.

As part of a general reorganization of our Information Technology (IT) unit, we have created a new IT Supervisor position that will be located in our Fresno office. The incumbent will report to our Director of IT located in Sacramento and will supervise two IT staff members who provide end-user hardware and software support to desktops, peripheral devices and audio visual equipment in our Fresno, Bakersfield and Yosemite locations. The incumbent will also provide day-to-day helpdesk support as well as some network support as directed. We have an Active Directory network with desktops running Microsoft Windows 7 and 8. We also utilize Apple iOS mobile devices. Occasional travel to our other offices in the district will be required.

Our ideal candidate is a well-rounded IT professional with a passion for public service and for developing staff to maximize their talents. In addition, the candidate possesses strong project management and leadership skills and the ability to communicate with a wide variety of individuals in a patient and professional manner. Finally, the candidate has a proven track record of working collaboratively with internal and external customers to provide outstanding service and has experience developing and supervising employees in an information technology setting.

Minimum Qualification

At a minimum, applicants must possess the following qualifications:

• At least three years of progressively responsible IT related work experience. The experience should have provided the candidate with a strong working knowledge of Active Directory, Microsoft Windows operating systems, Windows Server 2012, network equipment, Apple iOS mobile devices, Microsoft Office and video conferencing equipment. At least one year of the work experience must have been at a supervisory level within an IT unit.
• Knowledge and use of inventory management systems.
• Excellent time management, organization, multi-tasking and project management skills.
• Excellent written and verbal communication skills including the ability to use direct communication while remaining tactful and supportive.

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

• Additional years of relevant work experience beyond the minimum required (experience gained in an IT unit within a federal court agency is highly preferred).
• Completion of a Bachelor's degree in either management or an IT related field from an accredited college or university.

Qualifications and Rankings

Candidates will be ranked on the quality and length of their work experience, educational backgrounds and the professionalism of the application materials submitted (materials will be reviewed for completeness, attention to detail and organization). Candidates ranked highest will be contacted for more information. All other applicants will be notified of their non-selection at the conclusion of the interview process.

Disclosures

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either 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 applicant's own expense.

Employees of the U. S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other Federal Government employees.

Court employees are subject to a Code of Conduct. A copy will be provided upon request.

Candidates must be eligible to work for the United States government.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

If selected for first-time appointment to a position, you will be required to complete a one year initial performance evaluation period (IPEP) of employment. Failure to successfully complete the IPEP may result in termination of employment.