



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Vacancy Announcement #2016-06

Position:	Information Services Manager Regular full-time position
Number of Vacancies:	One
Location:	Minneapolis, MN
Posting Date:	February 5, 2016
Classification:	CL 29
Salary:	\$71,642 - \$116,475 Depending on Qualifications
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, February 19, 2016 at 5:00 p.m.
Area of Consideration:	Open to all sources

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves the 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. This position supports 7 authorized district judges, 5 senior district judges, 8 authorized magistrate judges, 1 part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Service Office staff.

Introduction

This position is located in the Information Services Department of the United States District Court, Minneapolis Clerk's Office. The incumbent works in collaboration with the

Information Services Director, Chief Deputy Clerk, and the Clerk of Court. The incumbent is responsible for overseeing and managing the day-to-day operations of the department to ensure the reliable, continuous daily operation of all technology within the Court. The incumbent supervises and oversees automation training, coordination, and integration of office automation equipment, telecommunications, and courtroom technology.

Representative Duties

Manages, develops, and mentors all Information Services department personnel involved in information technology activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions.

Oversees the daily operation of the department to include help-desk and technical and application support.

Analyzes workflow, establishes priorities, and sets deadlines. Conducts staff meetings and communicates operational status and relevant information to IS staff, the IS Director, and the Court Unit Executives.

Serves as project manager for all internal IS projects. Performs quality checks and approves the efficiency and effectiveness of all systems and programs prior to implementation.

Assists in evaluating the organization's technology use and needs. Implements short-term and long-range automation improvement plans.

Manages courtroom technology and telecommunications capabilities. Maintains oversight of the quality of web development and management to ensure user needs are consistently met. Manages remote and mobile information systems. Maintains oversight of unit's automation equipment and property inventory.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

At least two years of specialized experience that includes progressively responsible technical skills in computer hardware, software, office automation, database design, and data communications; and supervisory experience and skills in interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of supervision and the ability to understand the managerial policies applicable to Information Services.

Bachelor's degree required.

Preferred Qualifications

At least five years of specialized experience that displays the required technical and supervisory expertise. Court experience preferred.

Job Requirements

Familiar with Windows 7 operating system, MS Office, Internet Explorer, email programs, basic systems security, and other desktop utilities. General knowledge of mobile devices, including laptops, smart phones, and iPads.

Ability to handle multiple projects and tasks at one time and meet established deadlines and commitments.

Ability to interact in a positive and professional manner with users at all levels of the court. Must be able to work effectively in a small team environment.

Ability to work with confidential and sensitive information and communicate effectively with non-technical personnel in technical techniques and processes.

Maintain contact with other information technology court personnel at different locations and levels for the purpose of keeping abreast of developments, techniques, and user programs. Success in this position requires dedication and excellence in proactive and responsive customer service.

Position requires moving, connecting, or trouble-shooting equipment, including the ability to lift 50 lbs.

Overnight and same-day travel to divisional offices is occasionally required. Some travel requires the incumbent to drive their personal vehicle; therefore, the incumbent must possess a valid driver's license and be able to drive a vehicle for extended distances.

Periodic work during non-business hours is required. Incumbent will be on-call on a rotating basis.

Conditions of Employment

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. A background check is required. Use of Electronic Fund Transfer (EFT) for payroll deposit is required.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include paid vacation and sick leave, health insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

Application Process

Qualified candidates should email resume **with cover letter** to:

hr-usdc@mnd.uscourts.gov

Please enter “Application for IS Manager Position” in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

All application materials received will be reviewed to identify the best qualified candidates. **Only applicants selected to proceed to the next phase of the selection process will be notified.**

The U.S. District 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 notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the judge may select a candidate from the qualified applicants.

The Court is an Equal Opportunity Employer