



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA
CAREER OPPORTUNITY**

Position Title: IT Director
Vacancy Number: 24-02
Position Type: Full-Time, Permanent
Location: Sioux City, Iowa
Salary Range: \$97,750 – \$158,871 (CL 30) Depending upon qualifications and experience. Promotion potential up to CL 31 without further competition.
Opening Date: December 2, 2024
Closing Date: Open until filled; preference given to applications received by 4:30pm CST on Friday, December 13, 2024. Applicants who applied for Systems Technology Administrator position will be considered for this position.

POSITION OVERVIEW:

The Clerk's Office of the United States District Court for the Northern District of Iowa is seeking applications for a full-time permanent IT Director in its Sioux City office. This challenging professional level position oversees long and short-term planning; research and development; systems analysis and integration; IT policy setting; budgeting; automation training; and operational maintenance/support. Technologies supported include but are not necessarily limited to the following general areas: local area and wide area networks; Internet and Intranet services; telecommunications and video conferencing; courtroom technology; jury management systems; electronic case management systems; property management system; leave tracking system, and numerous PC-based automation applications.

REPRESENTATIVE DUTIES:

- Manages a team of technical professionals by assigning and approving work, establishing performance goals and standards, setting deadlines, evaluating performance, and recommending personnel actions.
- Assists in the selection of candidates for vacant IT positions, establishes performance standards, and recommends promotions or otherwise rewards subordinate employees.
- Ensures IT staff are informed of policies and procedures.
- Conducts regular IT staff meetings and advises staff of procedural changes.
- Evaluates the organization's technology use and needs and recommends improvements anticipating future requirements and problems.

- Provides technical advice and recommendations to assist CUEs in defining information technology needs and objectives.
- Develops and implements short-term and long-range automation plans in such areas as automation security, disaster prevention and recovery.
- Develops and manages information technology budgets and procurement activities.
- Controls information technology budgets, expenditures, equipment, and property.
- Reviews and approves all systems and programs prior to their implementation.
- Establishes and ensures training in system uses and capabilities.
- Ensures IT staff are properly trained to effectively complete their respective duties.
- Oversees the planning, procurement, installation, maintenance, and operation of business critical systems, which includes but is not limited to the following:
 - Electronic case management systems.
 - Jury/E-Juror systems.
 - Local network file servers.
 - Property management systems.
 - Electronic leave tracking systems.
 - Courtroom Technology systems.
 - Telecommunications systems.
 - Intranet and Internet systems.
 - Storage Area Network (SAN) systems.
- Ensures adherence to national IT policies and requirements.
- Ensures the physical and electronic security integrity of server data and physical equipment.
- Develops and maintains an IT Continuity of Operations Plan (COOP).
- Develops specific system features to satisfy local court needs. Responsibilities may involve making adaptations to a national system and/or participating in the planning for (and the acquisition of) a specific system for the court unit.
- Formulates, recommends, and implements IT policies, procedures, and standards.
- Adapts software and documentation; performs testing; establishes operating procedures.
- Reports regularly to judges, court unit executives, managers and other court units on the status and priorities of ongoing IT activities, including anticipation of future requirements.
- Gives presentations and technical briefings on information technology-related topics.

MINIMUM QUALIFICATIONS:

- Applicants must be a U.S. Citizen or eligible to work in the United States.
- High school diploma or GED required.
- Minimum of two years of specialized experience installing, monitoring, managing, repairing, and upgrading complex evidence, presentation, and audio/visual systems.
- Excellent customer service skills, exceptional oral and written communication skills, ability to exercise mature judgment, ability to manage multiple tasks simultaneously, and be a self-starting team player who is flexible in a changing environment. The ability to prioritize and exercise attention to detail is critical.
- Knowledge of TCP/IP, Active Directory, Log Management systems, Microsoft O365, and virtualization technologies such as VMWare are a plus.
- Desire to learn new skills and work with new technologies.

PREFERRED QUALIFICATIONS:

- Bachelor of Science or Bachelor of Arts degree in computer science or audio/visual systems.
- Three years general experience within the information technology environment and at least two years specialized experience, defined as: progressively responsible experience designing, implementing, or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integrations, and information technology project management.
- Demonstrated ability to efficiently manage multiple tasks, meet stringent deadlines, and communicate effectively both orally and in writing.

BENEFITS:

- 11 paid federal holidays
- Paid vacation and sick leave
- Medical, dental, and vision coverage
- Life insurance
- Thrift Savings Plan with matching funds (Traditional and Roth)
- Participation in Federal Employees Retirement System (FERS)
- Health and dependent reimbursement programs
- Credit for prior government service
- Please visit <https://www.uscourts.gov/careers/benefits> for additional information.

ADDITIONAL INFORMATION:

- The United States District Court requires employees to adhere to a code of conduct and business dress code which is available upon request.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.
- Due to the volume of applications, the Court will only communicate with those individuals who will be interviewed.
- The position will be open until filled and may be closed without further notice.
- All Clerks Office employees are excepted service appointments and as such are “at will” employees that can be terminated with or without cause by the Court at any time and are also subject to continued funding.
- The Court is an equal opportunity employer which encourages minority applicants.
- Hiring of the successful applicant will be contingent upon the satisfactory completion of a background check. Applicants must be a U.S. citizen or eligible to work in the United States.
- The U.S. District Court provides reasonable accommodations to applicants with disabilities.

- Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

HOW TO APPLY:

To be assured consideration for this position, qualified applicants must submit a complete application packet that includes:

- A letter of interest that refers to the vacancy announcement number and addresses your qualifications and relevant experience;
- A current/detailed resume;
- The names and current contact information for three professional references; and
- Form AO78, Application for Judicial Branch Employment, which may be obtained at [Application for Judicial Branch Federal Employment | United States Courts \(uscourts.gov\)](https://uscourts.gov)

All application documents should be emailed in one PDF format to:

applications@iand.uscourts.gov

Include “24-02 IT Director” in the email subject line.

PLEASE NOTE:

The Court is not authorized to reimburse candidates for travel in connection with an interview or to pay relocation expenses to the successful candidate.

Only applicants who are interviewed in person will receive a written response regarding their application.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to the applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the U.S. District Court may elect to select a candidate from the original qualified applicant pool.

The United States Courts is an Equal Employment Opportunity employer.