

Office of Human Resources
U.S. District Court, U.S. Probation, U.S. Pretrial Services
Western District of Texas
727 E. Cesar Chavez Blvd., Suite A-403
San Antonio, Texas 78206



Position: Director of Information Technology – Job # USDC 16-09
Opening Date: December 11, 2015
Closing Date: January 04, 2016, or until filled
Starting Salary: Up to CL-31 / up to \$128,000 (salary commensurate with experience)
[Current judiciary employees will be considered for a salary match]
Location: San Antonio, Texas

The United States Courts for the Western District of Texas is accepting applications for the position of Director of Information Technology located in San Antonio, Texas. This senior-level position requires business acumen, technical knowledge, and interpersonal skills. This position serves the U.S. District Court, U.S. Probation, and U.S. Pretrial offices for the Western District. The incumbent manages computing resources across the Western District and is vital in ensuring that the District's information technology is continuously available and secure. The Director of Information Technology is responsible for the management, strategy and execution of IT infrastructure. Typical job duties include:

- Overseeing technical projects in alignment with organizational goals
- Directing the effective delivery of networks, development, and disaster recovery systems and processes
- Working with information technology professionals to find solutions to manage business activities
- Supervising a team of workers, while working closely with management, the Administrative Office, Circuit Executive's Office, and external vendors and advisors
- Preparing financial budgets and presenting proposals for capital projects to senior executives
- Researching and recommending new services and products in alignment with national initiatives
- Leading efforts to improve IT processes

The information technology department serves the three court units which have over 700 employees in 10 office locations. The Director of Information Technology reports to the court unit executives for each court unit.

The Western District of Texas is looking for a strong leader dedicated to providing the highest levels of customer service to judicial officers and court staff and someone who will use technology to further the mission of all court units both now and in the future. In addition, the District is searching for a candidate committed to employee development and to helping employees expand skill sets and to achieve individual, team and organizational goals. Top applicants will have experience motivating both new and tenured employees and be ready to evaluate how the department should be organized to best meet the changing needs of internal and external customers and industry demands.

Primary Responsibilities:

- Develops short and long term strategic technology improvement plans, ensuring that changes can be implemented with minimal disruption and within established deadlines.
- Manages the execution of technology projects for all major automated systems. Adapts software and establishes or maintains appropriate documentation; oversees robust testing plans for any new or upgraded product or equipment; establishes operating procedures; devises security systems and protocols for hardware, software, and data. Establishes training in system use and capabilities.
- Advises court unit executives of IT needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Develops budget justification for system equipment, upgrades, and normal operations. Monitors and approves all IT expenditures according the predetermined budget and spending plans.
- Measures effectiveness and/or improvement of information technology within the organization.

- Conducts periodic detailed reviews of IT purchasing documentation and hardware and software inventories and associated documentation to ensure compliance with internal controls and delegated procurement authority.
- Supervises a subordinate staff of IT professionals and specialists through assigning and approving work and managing the group administratively using proven performance management techniques. Effectively develops and coaches staff to achieve performance and developmental goals. Identifies opportunities for staff development and professional growth.
- Develops specific system features to satisfy local court needs. This may involve making adaptations to a national system, or it may mean participating in the planning for, and the acquisition of a specific systems and software for the court unit. Maintains a library of software, including documentation of locally developed material.
- Oversees IT maintenance programs for all court units.
- Develops customer service systems and promotes a customer service focus within the IT department.
- Ensures the timely preparation and submission of employee appraisals and development plans in accordance with policy. Uses effective mediation, coaching and problem solving skills when managing conflicts in the workplace.
- Displays effective skill in leading a team of employees in the implementation of new ideas and better work procedures, including process redesign and evaluating and implementing potential process improvements.
- Consistently displays the core values of the management team and presents himself/herself as a positive role model for others to follow. Effectively treats all employees fairly and consistently. Takes the necessary steps to mend strained relationships and understands the impact of ineffective actions. Recognizes the need for self-improvement and professional development.
- Communicates effectively, both orally and in writing, with individuals and groups to provide information and reports in clear and understandable format.
- Interacts effectively and appropriately with a wide variety of individuals, providing good customer service, and resolving difficulties successfully while complying with regulations and rules.
- All other duties as assigned.

Qualifications:

The successful candidate must have a bachelor's degree in Information Technology, Computer Science, or a similar field of study and a minimum of five years of experience in managing and leading all or portions of an Information Technology organization. In addition to a solid technical foundation, candidates should possess proven ability as a strong, successful manager and leader as well as proven experience in responding to the needs of multiple senior leaders within the organization. The incumbent must have excellent human relations skills; outstanding communication skills with all levels within an organization, both verbally and in writing; the ability to exercise sound judgment; and a thorough knowledge of the concepts, principles, and theories of management. Prospective candidates must be available for overnight travel and the ability to work nights and weekends as needed.

Highly Preferred Qualifications:

- Master's degree preferred,
- Proven ability to assume and delegate responsibility;
- Proven ability to manage and work with all levels of staff;
- Knowledge and ability to organize, oversee, and complete projects;
- Extremely detail-oriented and organized;
- Present a professional demeanor; and
- Proven ability to effectively coach, develop, direct and manage a skilled, service-oriented team.

Application Procedure:

Qualified candidates may apply by e-mailing a cover letter (include job title/number listed above), detailed resume, salary history, e-mail address, and a daytime phone number as a **single .pdf document** to: TXWRecruitment@txwd.uscourts.gov

Incomplete applications may not be considered.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note that final candidates will undergo a criminal background & credit check and may be given a test to determine level of skill/knowledge.

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