



**United States Bankruptcy Court  
District of Arizona  
230 North First Avenue, Suite 101  
Phoenix, Arizona 85003-1706  
(602) 682-4000**

**Vacancy Announcement  
Announcement #17-08 PHX**

Position: Director of Information Technology  
Location: Phoenix Office  
Position Type: Regular, Full-Time  
Salary Range: CL 30 \$83,587 - \$135,876  
CL 31 \$98,337 - \$159,804  
\*Depending Upon Qualifications and Experience  
Opening Date: May 31, 2017  
Closing Date: Open until Filled  
(Applications received by June 16, 2017 will receive first consideration)

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**Introduction:**

The U.S. Bankruptcy Court for the District of Arizona is currently recruiting for a Director of Information Technology position in Phoenix, Arizona and will report directly to the Clerk of Court.

The Director of Information Technology is responsible for managing, developing and mentoring the IT staff along with overseeing all aspects of the Information Technology department. This position will manage nine people in three divisional offices and is a member of the Clerk's Office executive management team. We are seeking an open-minded activator who has exceptional customer service skills. The ideal candidate will possess excellent leadership and management skills and is proficient in all aspects of information technology.

**Representative Duties Include:**

- Oversees the daily operation of the department including analyzing workflow, establishing priorities and setting deadlines
- Responsible for the oversight and management of the new Agile process
- Manage, develop and mentor supervisory staff
- Plan, manage and control the IT budget, expenditures, and property and equipment procurement activities in consultation with senior management
- Develops an annual spending plan consistent with the short and long range goals to meet the Court's needs within the annual budget

- Allocates resources to support the cyclical replacement and maintenance of all systems. Maintains oversight of unit's automation equipment and property inventory
- Develop and implement both short and long-range automation improvement plans which include consideration of unit needs, objectives and capabilities, including anticipation of future requirements and problems
- Recommends new services and products in alignment with local and national initiatives to senior management. Remains current regarding emerging technologies and how they interface with systems
- Oversees the administration, operation, back-up, and support of automation, including network systems, servers, remote access, desktop applications, hardware, websites, courtroom technologies, audio-video systems, telephones, mobile devices and any new and emerging technologies
- Develop, maintain and enhance local applications to satisfy Court needs
- Manage the information technology Continuity of Operations Plan (COOP) and ensure annual testing and plan updates.
- Meets regularly with managers, judges, court unit executives and vendors to determine IT needs, provide recommendations and maintain relationships
- May travel to the divisional offices as needed
- Performs other duties as assigned

**Qualifications:**

Qualified candidates must have at least three (3) years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgement and a thorough knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the Information Technology unit. Candidates must also have at least one year of experience at or equivalent to a CL 29 to be considered for a CL 30 position. For consideration at the CL 31, candidates must have at least one year of experience equivalent to the CL 30.

**Preferred Qualifications:**

- Experience working with Agile and JIRA preferred
- A bachelor's degree in Information Technology or related field
- Knowledge of software testing methods, practices, and preventive maintenance activities
- Proficiency in maintaining multiple information technologies systems using programming languages and operating systems
- Candidates should be a forward thinking team player, with a can do attitude and excellent customer service skills
- Experience implementing new technologies with web development and mobile applications

**Benefits:**

Federal employees are entitled to standard federal benefits such as paid vacation and sick leave, medical insurance, life insurance, retirement, dental, vision and retirement

benefits. Employees are also eligible for disability insurance, long-term care insurance, and a tax-deferred savings plan.

**Applicant Information:**

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

Applicant must be a United States citizen or eligible to work in the United States. The United States Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), mandates that all federal government agencies in the continental U.S. comply with the Immigration Reform and Control Act of 1986 (IRCA) which states that federal government agencies must hire only U.S. citizens and aliens who are authorized to work in the United States.

Employees of the United States Bankruptcy Court are "at-will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations.

This position is considered a high-sensitive position. The selectee considered for this position is required to complete a ten-year background investigation and are subject to an updated background investigation every five years. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation.

This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay. The court reserves the right to modify, withdraw or fill the position which may happen without prior notice.

\*All promotions are based on successful performance and subject to approval by the Administrative Office of the U.S. Courts.

**How to Apply:**

Qualified applicants are invited to submit a cover letter detailing your relevant experience along with your response to the question listed below and a resume via email to: **HR-17-08@azb.uscourts.gov** by June 16, 2017 to receive first consideration.

- 1) How do you keep current with emerging trends, tools and technologies in the IT industry? What new trends do you see in the next 5 years and how will they impact the workplace?

**The United States Bankruptcy Court District of Arizona  
is an Equal Opportunity Employer**