



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

Vacancy Announcement #23-03

Position: Director of Information & Systems Technology
Location: Phoenix, AZ
Position Type: Regular, Full-Time
Salary Range: CL 30 \$97,050 - \$157,746*
CL 31 \$114,151 - \$183,500*
*Depending Upon Qualifications and Experience
Opening Date: Wednesday, May 17, 2023
Closing Date: Open Until Filled (Preference given to applications received by May 31, 2023)

Introduction:

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

The Director of Information and Systems Technology is an integral member of the Clerk's Office executive leadership team and serves as a senior leader overseeing the IT staff in the Information Technology department. The Director is responsible for the planning, acquisition, operation, and maintenance of all technology systems, equipment, and networks operating within the three divisional offices in the district. The ideal candidate will join the court at a transformational time and will possess excellent leadership, customer service, communication, and organizational skills to support the court's use of technology to accomplish its business needs. Flexible work schedule options may be considered.

Representative Duties Include:

- Manage, develop, support, and mentor staff in the Information and Systems Department – by assigning and reviewing work, evaluating performance, and prioritizing projects using Agile methodologies.
- Advise the Clerk of Court and the leadership team in all aspects of technology needs, objectives, and capabilities, including anticipation of future requirements and potential problems.
- Work closely with the Clerk of Court to develop and implement both short- and long-range technology improvement plans which include consideration of unit needs, objectives and capabilities, emerging technologies, and national initiatives

to advance the court unit's IT systems, operations, and networks, including anticipation of future requirements and problems.

- Establish, maintain, review, and regularly update written policies and procedures, as required.
- Provide advice on matters of IT security, including security strategy and implementation, to the Judges, Clerk of Court, and the leadership team.
- Support and maintain the Data Communications Network (DCN), Local Area Network (LAN), various communication systems, web-based services, case management systems, productivity software, and other operational and administrative applications and systems.
- Ensure excellent customer support to end users in a hybrid Windows/Mac environment.
- Oversee all activities required to support courtroom audio/video systems.
- Develop budget justifications for systems equipment, upgrades, and general technology operations, and monitor all expenditures.
- Manage the information technology Continuity of Operations Plan (COOP) and ensure annual testing and plan updates.
- Meets regularly with the Judges, Clerk of Court, the leadership team, and vendors to determine IT needs, provide recommendations and maintain relationships.
- May travel to the divisional offices as needed.
- Performs other duties as assigned.

Required Qualifications:

- Bachelor's degree in information technology, management information systems, or similar field of study.
- A minimum of six (6) years of progressively responsible professional IT experience, and at least three (3) years in a leadership role that demonstrates the ability to bring about strategic change, lead people, meet established goals and objectives, and build coalitions internally and with external agencies.
- Positive attitude, forward thinking, and the ability to produce high quality results by applying technical knowledge, analyzing problems, and calculating risk.
- Experience working with people at all levels in the organization; effective oral and written communication skills with a keen interest in delivering excellent customer service and great attention to detail.

Preferred Qualifications:

- Experience working in the federal judiciary.
- A master's degree in a relevant field of study.
- Experience working with Agile and JIRA.
- Comp TIA, CISSP, ITIL or similar certifications.

Benefits:

- Time off: 11 paid holidays, 13 vacation days, and 13 sick days annually. After three (3) years (including any prior federal work experience), vacation days accrue at a higher rate.
- Federal pension and optional employer-matching Thrift Savings Plan (similar to 401K).
- Choice of a variety of employer-subsidized federal health, dental, vision, and life insurance plans.
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.
- Flexible work schedules with the ability to participate in telework opportunities may be available, eligibility for Public Service Loan Forgiveness Program, public transit subsidy, and reasonable work hours.

How to Apply:

Qualified applicants are invited to submit in a single PDF document, a cover letter detailing relevant experience, a resume, and the AO 78, Federal Judicial Branch application for employment to: azbrecruitment@azb.uscourts.gov by May 31, 2023, to receive first consideration. Due to the volume of applications that may be received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.

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

Conditions of Employment:

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the Code of Conduct for Judicial Employees. Direct deposit of pay is required. The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement for any reason. Said modifications may occur without prior written or other notice.

Diversity and Equity Focused Employer:

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.