



**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF OKLAHOMA**

Vacancy Announcement #FY 19-02

Position: IT Manager

Type of Appointment: Full-time, permanent

Location: Tulsa, Oklahoma

Grade/Salary Range: CL 29 (\$70,965 - \$115,313 Annually) based on qualifications & experience.

Opening Date: August 2, 2019

Closing Date: Open until filled. Apply by August 30, 2019, to ensure consideration.

Report Date: To be determined

Position Overview: The United States Bankruptcy Court for the Northern District of Oklahoma seeks applications from qualified candidates for the position of IT Manager. The IT Manager is a working member of a three-person IT Team responsible for all facets of IT in the Bankruptcy Court. Along with areas of technical responsibility, the IT Manager will coordinate the functions and projects of the IT Team and perform supervisory duties for the team.

About the Court: The Court is comprised of two full-time Bankruptcy Judges and their chambers' staffs, thirteen Clerk's Office employees, and three part-time shared employees. The Court has been a progressive user of technology and is currently configured with Microsoft Surface equipment, docks, and ultrawide monitors. All Court users are teleworkers. The Court is located in downtown Tulsa and has no divisional offices.

Representative Responsibilities:

- Coordinating the IT Team and performing supervisor duties
- Managing the IT assets and tools to allow the Court to function smoothly
- Planning, implementing, and maintaining IT security
- Managing the preventative maintenance plan for the Court
- Organizing and standardizing planned responses
- Implementing court-wide solutions once a problem has been identified
- Designing, testing, and setting standards to maintain network and desktop uniformity
- Developing, maintaining, and implementing documentation, including:
 - Short and long-range Technology Plans
 - Internal Controls
 - Continuity of Operations Plan (COOP)
 - Disaster Recovery Plan
 - Cyclical Replacement Plan and annual IT budget

- Internet Policy
- Advising management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems
- Developing system-wide approaches to utilizing technology to achieve enhanced performance and cost savings
- Managing the customization and integration of local and national software and systems to meet the needs of the Court

Qualifications:

High school graduate or equivalent with a minimum of two years of specialized experience, including at least one year equivalent to work at the next lower level.

Specialized Experience:

- Knowledge of theories, principles, practices, and techniques of computer hardware and software, office automation, mobile devices, database design, and data communications
- Ability to apply knowledge of applicable programming languages, databases, application design, computer systems, and networks
- Good verbal and written communication skills including the ability to hear, listen, understand, and empathize with users to ensure that users get what they need
- Strong familiarity with Windows 10 operating system
- Ability to lead, organize, and manage projects for successful implementation
- Experience prioritizing competing demands of an IT Team
- Experience analyzing, evaluating, and determining automation needs, and planning implementation
- Experience delivering IT-related training

Preferred Qualifications:

- Experience in Court operations and with products used by the judiciary, including; CM/ECF, Office 365, Exchange, SharePoint Online, Active Directories/National Active Directory, KACE, NESSUS, Forcepoint, VMWare, and Apple iPhones and iPads
- Familiarity with national and local bankruptcy rules and related procedures
- Ability to understand IT on a professional level and communicate to users at their level
- Flexible and creative in addressing challenges
- A bachelor's degree from an accredited university or college

Benefits: Employees are entitled to:

- paid vacation, paid sick leave, and 10 federal holidays per year;
- choice of partially subsidized medical insurance and group life insurance;
- insurance programs such as long-term care, dental, and vision paid for fully by the employee;
- pretax contributions for some insurance, flexible medical spending and dependent care;
- participation in the Federal Employees Retirement System which includes the Thrift Savings Plan (401K); and
- free parking.

For more information, please visit www.uscourts.gov.

Conditions of Employment: Applicants must be eligible to work in the United States. All court employees are at-will employees. This is in contrast to executive branch agencies, whose employees are generally in the competitive service. This means that court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch. Employees are required to adhere to a Code of Conduct, which can be reviewed at www.uscourts.gov. A full government background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally, pending successful completion of the investigation and receipt of a favorable suitability determination. Unsatisfactory results could result in termination of employment. This position is also subject to updated background investigations every five years. Electronic Funds Transfer (EFT) for payroll direct deposit is required.

How to Apply: Qualified applicants should submit: (1) a cover letter (including a narrative statement that addresses why the applicant would be a good fit, supervisory style or philosophy, and if not living in Tulsa, why the applicant would want to work in Tulsa), (2) a resume, (3) a list of professional references (checked only after informing applicant), and (4) an Application for Judicial Branch Federal Employment (see the Court's website at www.oknb.uscourts.gov) by mail to:

United States Bankruptcy Court
ATTN: Human Resources
224 South Boulder Avenue, Suite 105
Tulsa, OK 74103

or send one consolidated pdf document by email to hr1@oknb.uscourts.gov

Interview expenses will not be reimbursed. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please contact the Human Resources Office at 918-699-4841. The Court reserves the right to modify the conditions of this job announcement.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER