

**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF LOUISIANA**



**NOTICE OF VACANCY**

*The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Director of Automation and Technology**. This is a consolidated position which will support the staff of the U. S. District Court and the Probation & U. S. Pretrial Services Office.*

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**ANNOUNCEMENT NUMBER:** 09 – LAMDC – 04

**LOCATION OF POSITION:** Baton Rouge, LA

**POSITION TITLE:** Director of Automation and Technology  
Full-Time Permanent Position (FTP), Excepted Service

**CLASSIFICATION LEVEL:** Court Personnel System  
CL 29 – CL 30

**STARTING SALARY:** \$64,307 - \$123,539 annually, depending on experience

**OPENING DATE:** Tuesday, October 13, 2009

**CLOSING DATE:** Open until filled  
*Applications received by 5:00 PM on Friday, October 30, 2009 will be given first consideration.*

**STARTING DATE:** TBD

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*\*This is a full-time permanent position and there is promotion potential without further competition up to a CL 30.*

**POSITION OVERVIEW:**

The United States District Court for the Middle District of Louisiana is accepting applications for the position of Director of Automation and Technology. This position is located in the Clerk of Court's office and reports directly to the Chief Deputy. The incumbent is responsible for the introduction, application, operations, coordination, maintenance, and integration of automated systems within the District Court and Probation & Pretrial Services Office. Occasional overnight travel is required to attend training classes and workshops.

The Director of Automation and Technology will perform or be responsible for the following duties:

- Supervises and leads a staff comprised of technical professionals. Assigns and approves work. Establishes performance standards and operating procedures. Evaluates performance and provides administrative oversight.
- Directs and monitors the development, installation, and maintenance of mission-critical applications used by the Court.
- Responds to requests by Judges and their staff, Clerk's office staff, and Probation & Pretrial Services office staff for specific system features or applications to address court needs. Oversees and participates in the analysis, implementation, operation, modification, and support of nationally supported automated systems and local systems developments and enhancement efforts to meet court automation requirements.
- Sets and achieves short and long range goals, develops project plans, defines needs and develops alternatives. Advises court unit executive in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.
- Develops fiscal year procurement plans and justification for automation hardware and software, including data processing, office automation and voice, and data communications. Prepares bid specifications, conducts technical bid reviews, and recommends bid awards consistent with all applicable procurement requirements.
- Develops a strategic information technology improvement plan for the Court that ensures the implementation of innovations with minimum disruption to internal and external Court users.
- Recommends standard operating policies and procedures to the court unit executive on matters relating to the introduction, use and support of information technology, and database management. Administers approved policies and procedures.
- Develops, implements, and maintains technical and user documentation for all systems, including those locally developed.
- Establishes and implements security systems to protect systems and data.

- Serves as the primary liaison with Information Technology personnel in the Administrative Office of the United States Courts, the Federal Judicial Center, other courts, vendors, the General Service Administration, and others in the automation community.
- Manages the design and production of recurring and special management reports using systems capabilities, including standard statistical reports required by the Administrative Office, regular local management reports, and special management reports upon request.
- Manages public access to court-based information systems including electronic case filing.
- Directs the audit and evaluation of automated systems and existing software application to determine use, performance, response times, adequacy, quality, and available capacities.
- Supervises and directs systems maintenance activities. Develops and supervises an automated systems continuity of operations plan in the event of major systems failure.
- Develops a cooperative work environment among a diverse group of judicial and managerial personnel and others.
- Other duties as assigned.

**GENERAL INFORMATION:**

- Applicants must be U. S. citizens or eligible to work in the United States.
- Reference and background checks will be conducted on final candidate(s).
- Work is performed in an office setting where dress attire is professional/business casual.

**REQUIRED QUALIFICATIONS:**

- A bachelor's degree from an accredited four-year college or university with a degree in Computer Science or a related field.
- Three (3) years management/supervision experience which has provided an opportunity to deal with a diverse group of persons in a work relationship.
- Sound ability to exercise mature judgment.
- Thorough knowledge of the basic concepts, principles, and theories of management.
- Demonstrated ability to manage automated systems in a medium sized organization.

**PREFERRED QUALIFICATIONS:**

- A master's degree in Computer Science, Public, Business, or Judicial Administration.
- Thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, database design, and data communications. Ability to troubleshoot and problem solve.
- Experience in analyzing, evaluating and determining automation needs, and planning to implement systems to meet those needs.
- Familiarity with Judiciary procurement regulations and Federal Appropriations Law.

- General aptitude to learn new operating system languages and applications.
- Skill in training non-automation personnel in automation techniques and processes.
- Knowledge of the functions and processes of the court.
- Ability to conduct research of all available services and provide proposed solutions as well as isolate and take corrective actions to applications software and hardware problems.
- Skill at applying existing or new principles in difficult, challenging, or doubtful situations.

**TECHNICAL QUALIFICATIONS:**

- Extensive knowledge of software Life Cycle Management to include software testing method, practices, and preventive maintenance activities.
- Knowledge of sophisticated structured programming methods, practices, and applications sufficient to extract and format data in INFORMIX and SQL relational database management system environment.
- Knowledge of LINUX operating system and INFORMIX compliant relational database management system.
- Knowledge of web design.
- Familiar with the workings of LAN/WAN configurations as well as routers, hubs, and switches.

**ADDITIONAL PREFERENCES:**

To qualify for this position a person should demonstrate that she/he possesses:

- Experience in integrating and consolidating disparate systems and automation architectures;
- Experience with preparing and administering budgets and spending plans for IT operations;
- Ability to develop automation staff to their full potential, assuring they get the necessary training and leadership;
- Experience in setting up and supporting telework employees;
- Proven ability to successfully manage large projects with strong organizational skills;
- Excellent communication and interpersonal skills; and
- Unquestioned integrity with a positive “can do” attitude.

**BENEFITS:**

Judiciary employees serve under excepted appointment (not civil service). The generous Federal benefits package includes:

- Ten (10) paid Federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Tax Deferred Retirement savings and investment plan under Thrift Savings Plan (TSP) with employer matching contributions.
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Supplemental Dental and Vision Benefits offered through Federal Employees Vision and Dental Plan (FEDVIP)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FGLI)
- Group Long Term Care Insurance through CNA
- Flexible Benefits Program for Health Care Reimbursement and Child Care Reimbursement

- Federal Employees Group Long Term Disability Program (FEG LTD)
- Long Term Care Insurance through the Federal Judiciary or the Office of Personnel Management (OPM)
- Paid on-site assigned parking
- 24-hour fitness facility

This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net earnings.

Participation in the interview process is at the applicant's own expense.

**APPLICATION PROCEDURES:**

**Interested candidates should submit complete applicant's packet which includes: a letter of interest, a current/detailed resume, three references, AND a completed Application for Judicial Branch Federal Employment (Form AO-78).** Applicant's packets received by 5:00 PM on Friday, October 30, 2009 will be given first consideration. Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website [www.lamd.uscourts.gov](http://www.lamd.uscourts.gov). **YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. Please email or fax your complete applicant's packet to:

[humanresources@lamd.uscourts.gov](mailto:humanresources@lamd.uscourts.gov)

*(Attachments must be saved as **one** PDF file – Multiple attachments will not be accepted.)*

**OR**

Attention: Human Resources

Fax: 225.389.3542

*Due to the volume of applications received, the Court will contact only the most qualified applicants who will be invited to one (or more) personal interview(s). Candidates progressing beyond the initial interview phase may be tested for eligibility. Persons selected for interviews will be required to travel to the designated location at their own expense. Only those who are interviewed in person will receive a written response regarding their application status. If you are not contacted by our office within two weeks following the first consideration deadline, another candidate within the recruitment field, with either more experience and/or qualifications, was selected. **Please do not call.***

*The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Employees who work at the Court are considered at-will and work at the pleasure of the court.*

*Prior to appointment, the selectee considered for this position is required to undergo a FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend*

*upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five (5) years. In addition, the successful candidate will be subject to a one (1) year probationary period.*

*The U. S. District Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written notice.*

The United States District Court for the Middle District of Louisiana  
is an Equal Opportunity Employer.