



**United States District Court  
Eastern District of New York  
Office of the Clerk**  
[www.nved.uscourts.gov](http://www.nved.uscourts.gov)

**REPOST  
May 2, 2014  
Vacancy Announcement – #14-08/SYMGR**

**Systems Manager  
Brooklyn Courthouse – 225 Cadman Plaza East**

**Salary range: CL-29/30 (\$74,522-\$143,152), commensurate with education and experience.  
Promotion potential to CL 30 for the successful candidate hired below CL 30.  
Closing date for receipt of resumes: Friday, May 30, 2014**

**Position Overview:**

The incumbent is responsible for the automated systems within the unit through introduction, application, operations, coordination, and integration of people, programs and equipment. The incumbent is also responsible for ensuring personnel are trained in automated system(s) use and working with staff to make operations effective and efficient. The incumbent processes payment authorizations of CJA vouchers, procurement of automated systems, and personnel requests within the IT Department.

**Representative Duties:**

- Develops short and long-range automation plans for the court unit.
- Manages implementation of all automated systems (including courtroom technology).
- Oversees local changes in software and documentation; oversees testing; establishes operating procedures.
- Devises security systems for hardware, software and data; works with IT staff to define requirements and standards; Coordinates training in system use and capabilities.
- Processes CJA vouchers for payment.
- Advises management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.
- Develops budget justification for system equipment, upgrades, and normal operations. Manages the approved budget including procurement and inventory control of computer hardware and software.  
Manages and supervises the automation team by: clarifying roles and responsibilities;
- Establishes performance expectations; evaluates performance, coordinating and approving work, vacation, telework and sick time; helps to establish priorities and time schedules;
- Recommends personnel actions concerning subordinates, evaluates work performance, coordinates training, employee relations, and related areas.
- Develops specific system features to satisfy local court unit needs. This may involve making adaptations to a national system, or participating in the planning for and acquisition of a specific system for the court unit.
- Maintains library of software, including documentation of locally developed material.
- Manages and develops special management reports for different elements of the court unit.
- Oversees automation maintenance program for the court unit.
- Participates in district, regional and national conferences to enhance professional growth, identify best practices, and improve systems and technology support.
- Assists in technical installations or troubleshooting when necessary.

**Required Qualifications:**

The successful candidate must have a broad working knowledge of theories, principles, methodologies, practices and techniques of: supervision; computer hardware and software; office automation; database design; local and wide area networks; data communications; and electronic imaging. The applicant must have demonstrated experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs, must have excellent problem solving

skills and should have the ability to apply project management principles. The candidate should have ability to facilitate significant technology conversions through operational, administrative, and technical support systems, must have the ability to train non-automation personnel in automation techniques and processes and must have the ability to lead and provide direction to a technical team. The applicant must have excellent communication and interpersonal skills.

Technical proficiency in the following US District Court specific software applications is preferred: CM/ECF, FAS4T and CJA. Experience with Informix SQL and Lotus Notes is strongly desired. Ability to configure and program audio/visual devices (such as Crestron and Kramer devices) is preferred.

A bachelor's degree in such fields as computer science, business or public administration, management, or related field is required, but highly relevant experience may substitute for a college degree.

For appointment at CL-29, Two years of specialized experience, including at least one year equivalent to work at the CL-28. A master's degree or two years of graduate study in an IT, accounting or business related field can be substituted for CL-28 qualification. For CL-30, a minimum of three years of supervisory or management and five years specialized experience, with a demonstrated ability to manage automated systems is required.

Specialized experience includes the practices and techniques of computer hardware and software, office automation, database design, and data communications, with experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs. Experience in financial administration, procurement, budgeting and project management is preferred.

Must have a valid U.S. driver license.

**Applicant Information:**

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Incomplete applications will not be considered.

Applicants must be U.S. citizens or eligible to work in the United States. Employees must adhere to the Code of Conduct for Judicial Employees. The successful candidate is hired provisionally, pending the results of an OPM Background Investigation. The incumbent will also be subject to periodic reinvestigations. In addition, the successful applicant must satisfactorily serve a one (1) year probationary period.

To receive consideration, qualified applicants should submit an application package which includes their resume with a cover letter noting their qualifications, along with the attached Application for Federal Judicial Employment and complete the following questions noted at the end of this announcement **by May 30, 2014** via email to: [nyed-applications@nyed.uscourts.gov](mailto:nyed-applications@nyed.uscourts.gov). Application packages can also be mailed to:

**U.S. District Court, E.D.N.Y,  
225 Cadman Plaza East,  
Brooklyn New York 11201  
Attention: Jeffery Howell, Human Resources Manager**

**Please note Vacancy Announcement #14-08/SYSMGR on your correspondence. Only complete application packages will be considered.** Due to the volume of applications received, the Court will communicate only with those individuals who are invited for a personal interview. The court reserves the right to conduct interviews prior to the closing date for receipt of applications.

**The U.S. District Court is an Equal Opportunity Employer.**

## Experience Questionnaire to Applicants for Systems Manager

### Project Management

The ideal systems manager will have experience managing IT projects that have durations of 3 to 12 months.

Do you have at least 3 years of experience managing IT projects that had durations of 3-12 months? Yes      No

Have you used tools such as work breakdown structure, Gantt charts, or critical path method to manage projects? Yes      No

Have you completed any training program or course for project management? Yes      No

### Technical Ability

Have you managed an IT helpdesk? Yes      No

Have you configured and replaced networking devices? Yes      No

Do you know a popular programming language such as c#, Java or Perl? Yes      No

### Staff Management

The ideal systems manager will have experience directly managing approximately >5 personnel (including 1 supervisor).

Do you have at least 3 years of experience reviewing staff performance? Yes      No

Have you directly supervised at least 6 subordinates? Yes      No

Has one of your subordinates been a supervisor (i.e. someone who supervises other staff)? Yes      No

Have you crafted a performance improvement plan to an employee whose performance needed to improve? Yes      No

### Budget Management

The Court has an annual IT budget to maintain, replace and acquire IT.

Have you managed an IT budget? Yes      No

### Documentation skills

The system manager is responsible for producing and maintaining system and user documentation.

Do you have experience producing and maintaining system and user documentation? Yes      No

### Communication skills

The system manager is responsible for communicating regularly with IT staff, users and other Judiciary districts.

Do you have at least 3 years of experience providing advice to management on complex matters? Yes      No

Do you have at least 3 years of experience communicating and meeting with leaders and managers from other organizations? Yes      No

Do you have at least 3 years of experience announcing new IT products, updates, and services to end users? Yes No

Work Hours, Travel, and Commute

There will be unexpected evening events or repairs. The systems manager has to visit the Central Islip office on a regular basis to review work and systems. The systems manager is usually required to be present whenever the Courthouse is open for business (even when commuting by car isn't an option).

Will you be able to work late without notice from Monday to Friday? Yes No

Will you be able to drive to Central Islip from home or work up to four times a month? Yes No

Will you be able to commute to the Brooklyn Courthouse using only public transportation? Yes No

Work Conditions

Will you be able to move cabinets without requiring assistance from additional staff? Yes No

Will you be able to perform work on a ladder? Yes No





**WORK EXPERIENCE**

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

**A**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**B**

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.)  Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment ( <i>mm/dd/yyyy</i> ) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade ( <i>If in federal Service</i> )	Place of Employment City _____ State _____
Name and Address of Employer ( <i>firm, organization, etc.</i> )  Business Telephone: ( <i>Area Code and Phone Number</i> )			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_