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Career Opportunity

United States District Court
Southern District of Texas

Position: Assistant Systems Manager
Location: Houston, Texas
Closing Date: Until Filled
Salary Range: \$87,421 - \$103,304 (CL29/CL30)

Position Overview

The Assistant System Manager reports directly to the Director of Information Technology and will work closely with Judges, Clerk of Court, Chief Probation Officer and Chief Pretrial Services Officer in implementing technology solutions for the District. This person will also assist managing a consolidated information technology department which includes systems and network administration, user support, database administration and software development.

The system/network administrators and user support staff are responsible for maintaining the servers, desktops, courtroom technology and VOIP phone systems for the district. This group is responsible for user support, configuration management, problem resolution, and upgrading systems to satisfy future requirement. The data base administrators and software development staff are responsible for support of Washington supplied applications and developing user required custom products. Some of these custom products are used by other courts across the country.

Responsibilities

- Plan, coordinate and direct activities of subordinate staff.
- Manage multiple functions based on direction from the IT Manager
- Review customer's IT requirements and make recommendations to satisfy business needs.
- Responsible for meeting budgetary goals and objectives.
- Responsible for developing IT staff. Performance discussions.
- Document platform standards and processes.

- Ensure systems availability and security to all users.

Qualifications

- Strong management and technical skills
- Excellent communications and customer service abilities.
- Understands, applies and adapts fundamental concepts, practices and procedures related to systems administration, engineering, software development and project management.
- Strong understanding of networks, servers, and desktop administration..
- Strong understanding of Novell, Linux, and Microsoft operating systems.
- Demonstrated ability to identify, diagnose and resolve complex problems.
- 10+ years of professional IT experience including 2+ years management/supervisory experience. Prefer minimum of a bachelor's degree in computer science.

Benefits

Benefits include participation in the retirement system, thrift savings plan with matching contributions, health/medical plans, Section 125 Flexible Benefit Plans, life insurance, long term care and long term disability insurance, 10 annual holidays, annual and sick leave accrual plans.

To Apply Send Application and Resume detailing your systems management experience to:

Steve Lowe, Personnel Director
United States District Court
Post Office Box 61010
Houston, Texas 77208-1010

Current court employees may apply by submitting a memorandum of interest with current resume to Michael Milby, Clerk of Court with copies to your immediate supervisor and to the personnel office.

The court may withdraw this announcement without notice. The final candidate is subject to a background check. This position is not in the Civil Service System, and the tenure is "at will." Applicants' skill levels may be tested.

Equal Opportunity Employer

