



United States Court of Appeals for the Fourth Circuit Career Opportunity

Assistant Circuit Executive for Information Technology (ACE-IT)

Announcement #:	2018-ACE-IT	Appointment:	Career/Fulltime
Location:	Richmond, VA		
Salary Range:	CL-30 (\$84,923-\$138,022) with promotion potential to CL-31, or CL-31 (\$99,901-\$162,337) depending on experience, salary, and qualifications.		
Closing Date:	Open until filled - preference given to applications received by August 31, 2018.		

Overview

The ACE-IT is a senior-level position that manages voice and information systems/technology resources. The incumbent is responsible for overseeing short and long-range planning and technical projects, as well as managing the daily operations of the department. The incumbent reports to the Circuit Executive, but operates in a shared services environment providing guidance and support to the entire Circuit. The ACE-IT interacts regularly with judges, court unit executives, and court personnel to determine IT needs, recommend and implement viable solutions, and maintain collaborative relationships. The incumbent oversees a staff of IT professionals and regularly interacts with IT professionals throughout the Judiciary and at the Administrative Office.

The ideal candidate will be a strong leader with a vision for delivering outstanding technical services to our constituents. He or she should have a passion for continual improvement, employee development, and delivering excellent solutions and customer service.

Representative Duties

- Oversee integration of office automation equipment and information systems, telecommunications, and courtroom technology for the Court of Appeals and throughout the Circuit as needed.
- Research, analyze, and synthesize policies and regulations governing automation matters, procurement and budget matters, personnel matters, continuity of operations preparedness, and judiciary practices and procedures. Provide expert opinions regarding acceptable options and best practices for automation matters. Prepare written memoranda, policies, and manuals.
- Assist in the development and recommendation of short and long-term strategic plans for the Circuit. Research, analyze, and recommend innovative automation initiatives.
- Regularly consult with judges, court unit executives, and court staff to evaluate technology needs and recommend solutions. Conduct needs assessments and project planning, and develop plans for implementing new technologies.
- Manage staff responsibilities and maintain accountability across departments.
- Plan and coordinate IT support for oral arguments, the circuit judicial conference, and special events such as investitures, dedications, and ceremonies.
- Provide training on new technology (in layman's terms) and refresher training to all court users.
- Manage the department's budget, and serve as procurement officer for IT property; maintain the court IT property record.
- Coordinate Circuit-wide IT matters, and serve as liaison between the Circuit and national IT staff at the Administrative Office.

Qualification Requirements

Required Qualifications

- Bachelor's Degree in IT, Computer Science, or a related field.
- Minimum of five years of progressively responsible IT experience, including at least three years of substantial management responsibility. (For internal candidates: CL-30 requires that at least one year of specialized experience be equivalent to CL-29, and CL-31 requires that at least one year of specialized experience be equivalent to CL-30.)
- Broad technical competence in Microsoft networking administration; MS Exchange Email administration; application, design, development, and performance management; telecommunications; audio-visual systems; IT network and device security; and help desk/PC user support.
- Knowledge of IP telephone systems, cell phones, and smart phones.
- Demonstrated project management expertise involving multiple complex projects with budget constraints and firm deadlines. Ability to effectively oversee staff and manage across departments.
- Excellent written and oral communication skills, interpersonal, and analytical skills are essential.
- Working knowledge of budgets, spending plans, and federal procurement processes. Capability to become a contracting officer.
- The incumbent must manifest the highest degree of professionalism, courtesy, and diplomacy at all times; have excellent managerial and interpersonal skills; excellent automation skills; ability to interpret and apply complex rules and regulations; and unquestionable integrity.
- Superb interpersonal skills and success in developing business solutions for end users.
- Work is performed in an office setting with some overnight travel required within and outside of the Circuit. Duties may require working outside of normal business hours. Physical effort may be involved in moving, connecting, or troubleshooting equipment.

Preferred Qualifications

- Advanced degree from an accredited college or university in IT, computer science, or a related field.
- Experience working in a legal or court environment, particularly federal court.
- Familiarity with courtroom technology and CM/ECF.
- Advanced knowledge of data networking and security concepts and practices.

Application Procedure

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> to the HR Administrator at **ce04_vacancy@ca4.uscourts.gov** in a single PDF document. Please include the title of the position in the subject line of the email, and please note the name of the website where this announcement was located in the cover letter. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

Employee Benefits

Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure. Sick days accrue at a rate of 13 days per year. Ten paid holidays are provided annually. A variety of Agency-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan).

Conditions of Employment

Applicants must be citizens of the United States or meet requirements under current law. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.