



**United States Bankruptcy Court  
District of Alaska  
605 West 4<sup>th</sup> Avenue, #138, Anchorage, AK 99501**

**VACANCY ANNOUNCEMENT #16-1**

**Position:** Systems Manager (CL 28/29) (Commensurate with qualifications)  
**Type:** Full Time Permanent  
**Location:** Anchorage, AK  
**Open Date:** January 20, 2016  
**Close Date:** Open Until Filled. We will begin considering applications on February 1, 2016.  
**Salary:** CL 28/29 (\$62,166 - \$120,181 base pay) + 5.31% COLA

The Clerk's Office of the United States Bankruptcy Court for the District of Alaska is accepting applications for a Systems Manager position in Anchorage. The Systems Manager is responsible for the planning, acquisition, application, operation, integration, and maintenance of all automated systems, equipment, and networks operating within the court unit. The incumbent troubleshoots and resolves operational and network-related automation problems and ensures an effective cyclical maintenance program for all office automation equipment. The Systems Manager is responsible for the planning, procurement and installation/upgrade of all national systems and applications. The incumbent develops and provides training for end-user personnel.

**Representative Duties:**

- Advise management in all aspects of automation needs, objectives, and capabilities, including anticipation of future requirements and potential problems. Develop short and long range automation improvement plans for the court unit; ensuring changes can be implemented with minimal disruption.
- Manage and execute implementation plans for major automated systems. Adapt software and create systems documentation; perform testing; and, establish operating procedures. Establish security systems for hardware, software, and data. Conduct post-implementation testing to ensure adequacy of systems and applications and recommend changes, as required.
- Develop budget justifications for systems equipment, upgrades, and general automation operations. Monitor all expenditures. Oversee procurement of hardware, software, peripherals, and support contracts. Develop specifications and evaluate bids in accordance with regulations. Monitor delivery, installation, and implementation of equipment and systems.
- Support and maintain the Data Communications Network (DCN), Local Area Network (LAN), various serial communication systems, web-based services, electronic mail systems, and operational and administrative applications and systems. Perform upgrades on existing systems and configure new systems.
- Establish and maintain system operating procedures, protocols, data security, backup plans, and user permissions. Develop and maintain local court technical documentation for administered systems.

- Develop specific system features to satisfy local court unit needs, including developing adaptations to national systems. Participate in the planning for and the acquisition of specific alternate and backup systems for the court unit.
- Maintain automation equipment inventory according to internal control guidelines. Oversee automation equipment cyclical maintenance program for the court.
- Develop and maintain library of software, including documentation of locally developed applications. Prepare statistical and management reports for operational and/or administrative areas of the court unit.
- Work closely with information technology professionals within the federal courts to ensure operational integration and efficiency. Interact with IT professionals at the AO and counterparts in other districts to exchange information on new developments and refinements.
- Establish and deliver training regarding system use and capabilities to court staff.
- Other duties as required.

### **Qualifications:**

- Extensive knowledge of theories and principles and advanced training and specialized experience in practices and techniques of computer hardware, software, office automation, database and network design, and data communications.
- Thorough knowledge of LANS, WANS, Linux and Microsoft network architecture.
- Skill in analyzing court information technology requirements, both hardware and software; and, planning for and implementing recommendations to meet those needs.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement viable solutions.
- Skill in training non-automation personnel in automation techniques and processes.
- Skill in implementing, managing, and documenting automation system(s) when system analysis, system integration, and consideration of both hardware and software are affected.
- Ability to meet critical deadlines.
- Ability to organize and prioritize work schedule, work independently with little or no supervision, and exercise discretion.
- Knowledge of court policies, procedures, and guidelines.
- Knowledge of the functions, processes, and automation needs of operational, administrative, and judicial areas of the court.
- Ability to effectively integrate automation with such functions and processes.
- Knowledge of budget processes and ability to develop and manage a budget for the automation needs of the court.
- Knowledge of procurement regulations and skill in communicating with procurement staff and/or vendors to secure the proper equipment for the unit.
- Skill in adhering to regulatory controls and internal audit procedures.
- Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide information regarding technical automation processes and administrative matters.
- Ability to interact effectively and appropriately with others, providing customer service and resolving complex and difficult matters while complying with regulations, rules, and procedures.
- Skill in translating and documenting technical information into non-technical language.

### **Conditions of Employment:**

- Applicants must be a United States citizen or eligible to work in the United States.
- The successful candidate is hired provisionally, pending the results of a background investigation.
- Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered “at-will,” and can be terminated with or without cause by the court.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees must adhere to the rules and regulations of the Court.

### **Benefits:**

Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid and sick leave days, and paid holidays.
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit.)
- Available group life insurance and long term care insurance.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee contributions.)

### **How to Apply:**

Qualified applicants are invited to apply by submitting a Form AO 78, Application for Judicial Branch Federal Employment available at [www.uscourts.gov/forms/AO078.pdf](http://www.uscourts.gov/forms/AO078.pdf), and a resume with three references. **Your package must be emailed in PDF format, with Announcement 16-1 on the subject line, to: [maggie\\_bondi@akb.uscourts.gov](mailto:maggie_bondi@akb.uscourts.gov).**

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify Margaret Bondi, Personnel Specialist, at (907)271-3923. The decision on granting reasonable accommodations will be made on a case by case basis.

*Travel for a personal interview will not be reimbursed.* Video conferencing is available for long distance interviews. The Clerk reserves the right to modify the conditions of this job announcement.

**The United States Bankruptcy Court for the District of Alaska is an Equal Opportunity Employer**