

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** Systems Manager

**POSITION TYPE:** Full-Time Regular (FTR), Excepted Service

**ANNOUNCEMENT #:** #20-11

**LOCATION:** Boston, MA

**CLASSIFICATION LEVEL:** CL 29-30 (\$81,258- \$156,064)\*

\* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience. If hired at CL-29, promotion to the higher level, budget allowing and when determined qualified, would be available without further competition.

**OPENS:** September 2, 2020

**CLOSES: Open Until Filled**  
{Preference those who apply by 9/25}

The U. S. District Court Clerk's Office is currently accepting applications for an experienced full-time Systems Manager to be responsible for the automated systems within the District Court through introduction, application, operations, coordination and integration of people, programs and equipment. The Systems Manager is responsible for ensuring personnel are trained in automated system(s) use and working with staff to make operations effective and efficient. The Systems Manager is responsible for coordinating and integrating all office automation equipment within the court unit.

**Representative Duties:**

- Manages staff of ten personnel; clarifies roles and responsibilities.
- Develops short and long-range automation plans for the court unit.
- Manages the implementation of all automated systems (including courtroom technology).
- Oversees local changes in software and documentation; oversees testing; establishes operating procedures.
- Creates security systems for hardware, software and data; works with IT staff to define requirements and standards; coordinates training in system use and capabilities.
- 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.
- Establishes performance expectations; evaluates performance, coordinates and approves work, vacation, telework and sick leave; 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 the acquisition of a specific system for 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.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

Thorough working knowledge of theories, principles, methodologies, practices, and techniques of:

Supervision and staff development; project management and budgeting; 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 business process needs and implementing systems to appropriately address those needs, must have excellent problem-solving skills and the ability to apply project management principles. The candidate should have the ability to facilitate significant technology conversions through operational, administrative, and technical support systems; must have the ability to lead and provide direction to a technical team. The applicant should be able to show a demonstrated ability to manage automated systems and have excellent communication and interpersonal skills.

A bachelor's degree in computer science, business or public administration, management, or a related field is required.

Minimum two years of specialized experience, including at least one year equivalent to work at the CL-28 level. Such experience is gained from having performed progressively responsible work that is in, or closely related to the work of the position that will have provided the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and may include 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.

Minimum three years of progressively responsible administrative, technical, professional, and supervisory/managerial experience that will have provided the applicant the opportunity to gain skills in developing the interpersonal work relationships needed to lead a team of employees, to exercise mature judgment, and gain a thorough knowledge of the basic concepts, principles and theories of management and the ability to understand the managerial policies applicable to the IT department.

**Preferred Qualifications:**

Technical proficiency in the following U.S. District Court specific software applications is preferred: CM/ECF, CEO, Sharepoint, and JIFMS. Experience with Informix SQL, O365, Outlook and Cisco based local and wide area networking is strongly desired. Experience in procurement, budgeting and project management is preferred.

**Note:**

- Occasional travel to Worcester and Springfield divisional offices and other locations is required
- Physical effort may be involved in moving, connecting or troubleshooting equipment.

**Judiciary-Specific Qualifications:** For current Judiciary employees, promotion to or placement at the CL-29 level requires at least one year experience equivalent to work at the CL-28 level. Promotion to or placement at the CL-30 level requires at least one year experience equivalent to work at the CL-29 level.

### **FBI Background Investigation**

As a condition of employment, the selected candidate must successfully complete a ten-year, or five-year, background investigation with periodic updates every five years thereafter.

### **Benefits**

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with employer matching and automatic contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program with Healthcare, Dependent Care, and Commuter/Parking Reimbursement Accounts
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program

### **How To Apply:**

Applicants must submit the following **as a single pdf**:

1. A cover letter of interest and narrative statement that addresses qualifications, relevant experience and management style or philosophy;
2. A current resume that includes the names and contact information for three (3) professional references and their current contact information; and,
3. A completed and signed Form AO-78, Application for Judicial Branch Federal Employment.

Application packages will not be considered complete until ALL the items listed have been received by Human Resources. Submissions should be mailed to:

**United States District Court  
Attn: Human Resources  
Vacancy #20-11  
1 Courthouse Way, Suite 2300  
Boston, MA 02210**

**Applications also accepted by e-mail:** [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #20-11, Systems Manager** appears in the subject line of your e-mail correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov).

The Application form (AO-78, version dated 02/20) is available on our website in fillable format at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

### **Selection Process**

The most qualified applicants will be invited for one or more personal interviews with the court. Persons selected to interview will be required to travel to the interview location at their own expense.

**Information For Applicants:**

Employees of the U.S. District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview.**

**NO FAXES OR EMAIL PLEASE**

**EQUAL OPPORTUNITY EMPLOYER**