

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



CAREER OPPORTUNITY ANNOUNCEMENT
DIRECTOR OF INFORMATION TECHNOLOGY

Position Title: Director of Information Technology
Vacancy Number: 26-04
Location: Pensacola Division
If the chosen candidate is a current employee of the United States District Court for the Northern District of Florida, other divisions will be considered.
Closing Date: Open Until Filled
Salary Range: CL 30 (\$100,604-\$163,535)
Starting salary commensurate with work experience, education, prior/present pay history, and previous federal court experience.

POSITION OVERVIEW

The United States District Court for the Northern District of Florida is seeking qualified applicants in the position of Director of Information Technology (IT Director). The IT Director serves on the management team for the court assisting the Clerk of Court. The IT Director is responsible for overseeing and managing automated systems within the court, including operation, coordination, and integration of all Judiciary and local applications. The incumbent directs and oversees information technology staff and oversees automation training, coordination, documentation, and integration of automation equipment, telecommunications, mobile devices, and courtroom technology across four divisions of the court. The IT Director ensures compliance with appropriate IT, finance, procurement, budgetary, internal controls, and security guidelines and policies. The incumbent reports to the Clerk of Court. Travel to the court's four divisional offices and out of district travel is required.

REPRESENTATIVE DUTIES

- Manage, develop, and mentor staff and other professionals involved in information technology activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the department to include analyzing workflow, establishing priorities, and setting deadlines. Conduct staff meetings and communicate operational status and relevant information to staff. Perform quality checks and approve the efficiency and effectiveness of all systems and programs prior to implementation.
- Evaluate the organization's technology use and needs. Develop and implement both short-term

and long-range automation improvement plans which include consideration of unit needs, objectives, and capabilities, including anticipation of future requirements and problems. Create flow charts and forms that are well designed, clear, and easy to understand. Formulate, recommend, implement, and enforce appropriate policies, procedures, and standards. Develop solutions to problems and procedures to accomplish objectives.

- Plan, manage, and control information technology budgets, expenditures, and property and equipment procurement activities in consultation with the Clerk of Court.
- Manage courtroom technology and telecommunications capabilities. Maintain oversight of the quality of web development and management to ensure user needs are consistently met. Manage remote and mobile information systems. Maintain oversight of unit's automation equipment and property inventory.
- Develop specific system features to satisfy unique unit needs. Make adaptations to national systems and/or participate in the planning for, and the acquisition of, specific systems for the court unit. Develop cost-benefit analyses for various information technology projects. Meet established deadlines and commitments.
- Develop, analyze, and evaluate new and innovative information technology concepts, approaches, methodologies, techniques, services, guidance, training, and policies that will constructively and proactively transform the information technology posture of all departments within the district. Make recommendations regarding best practices and implement changes in policy.
- Provide complex technical advisory services to securely design, implement, maintain, or modify information technology systems, applications, cloud services, and network infrastructures that are critical to the operation and success of all departments within the court. Perform independent and extensive technical research to identify operational and administrative needs, including anticipation of future requirements and potential issues with technological advancements. Ensure and maintain the confidentiality, integrity, and availability of systems, applications, networks, and data across the system development life cycle (SDLC). Create, promote, and ensure district-wide adherence to standardized, repeatable processes for the delivery and accountability of IT services. Serve as the primary IT security point of contact and promote and support security services available throughout the district.
- Provide expert advice on matters of information technology, including innovative technological and security strategy and implementation, to judges, the Clerk of Court, and other senior court staff. Serve as an information technology resource to all departments within the district regarding federal and judiciary regulations and procedures and participate in the risk governance process to provide security risks, mitigations, and input on other technical risks.
- Establish mechanisms to promote awareness and adoption of IT best practices, including IT security best practices. Conduct annual security awareness training for all district court staff and provide frequent IT security briefings, updates, and other resources to all district staff. Responsible for completion of the annual Judiciary IT Scorecard self-assessment and for ensuring the court is constantly enhancing its IT security posture.
- Manage the information technology *Continuity of Operations Plan* (COOP) and ensure annual testing and plan updates.
- Develop presentations, data, and technical briefings on information technology related topics. Establish and ensure effective training in system use and capabilities. Remain current regarding emerging technologies and how they interface with systems.
- Comply with the *Guide to Judiciary Policy*, the *Human Resources Manual*, applicable Administrative Office policies and procedures, and internal controls guidelines. Comply with procurement procedures, policies, and guidelines. Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Always demonstrate sound ethics and good judgment.

- Performance of other duties as assigned.

QUALIFICATIONS

To qualify for this position the applicant must have a bachelor's degree from an accredited college or university and have at least four years of specialized experience, including two years of progressively responsible experience managing and leading all, or portions of, an information technology department. Specialized experience is defined as progressively responsible supervisory, managerial, administrative, or professional experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management such that the incumbent demonstrates effective leadership and employee relations experience.

In addition to a solid technical foundation, candidates should possess proven experience in responding to the needs of multiple senior leaders within an organization. A strong commitment to delivering exceptional customer service is essential, ensuring that technology and operations align with core business needs. The incumbent must have excellent human relations skills; outstanding communication skills with all levels of individuals within an organization, both verbally and in writing; and the ability to consistently exercise sound judgment. Prospective candidates must be available for overnight travel and have the ability to work nights and weekends, as needed.

Preferred Qualifications

- Education: A bachelor's degree or other higher education degree in a field of academic study related to information technology or computer science from an accredited college or university.
- Personnel Management: Skill in managing and leading staff across multiple locations with diverse needs.
- Team Development and Coaching: Proven ability to effectively coach, develop, direct, and manage a skilled, service-oriented team. Proven skill in problem solving and conflict resolution.
- Leadership and Delegation: Proven ability to assume and delegate responsibility. Demonstrated ability to mentor and develop staff.
- Workforce Management: Demonstrated ability to manage and collaborate with staff at all levels. Skill in assessing workload, project status, and resource requirements and aligning/realigning resources to meet evolving priorities.
- Budget and Strategic Planning: Experience managing large budgets and forecasting expenses, needs, and requirements for a diverse organization with varying objectives and priorities.
- Procurement and Contracting: Experience developing scopes of work for solicitations and navigating government procurement practices.
- Project Oversight: Knowledge and ability to organize, oversee, coordinate, and successfully complete projects.
- Communication: Excellent written and oral communication skills. Proven ability to relay complex information and policies simply and effectively to individuals with varying levels of technical knowledge.
- Detail Orientation and Organization: Extremely detail-oriented and highly organized. Ability to work independently, with minimal direction or oversight. Ability to anticipate and respond to changing priorities. Ability to multi-task and prioritize.
- Professionalism: Consistently present, a strong professional demeanor, exercise excellent judgment, and maintain confidentiality. Ability to consistently demonstrate sound ethics, excellent judgement, and a positive attitude.
- Policy and Compliance: Proven ability to comply with judiciary policies, including, but not limited to, those related to Information Technology, security, procurement, budget, finance, human resources, internal control, and the *Code of Conduct for Judicial Employees*.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to the Code of Conduct for Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov. Judiciary benefits include paid vacation, sick leave, paid holidays, health and life insurance, long term care insurance, a flexible benefits program, retirement plan, and a portable savings plan with matching contributions.

APPLICANT INFORMATION

This position will be located in the Pensacola division of the United States District Court for the Northern District of Florida, except, if the chosen candidate is a current employee of the United States District Court for the Northern District of Florida, the court reserves the right to relocate the position to the division where the chosen candidate is stationed. To be considered, an applicant must be a U.S. citizen, U.S. National, or qualify under the Appropriations Act citizenship exemptions. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. This position is classified as a high-sensitive position; therefore, the successful applicant will be required to submit to an initial ten-year background investigation, which will include a criminal history and FBI investigation. Every five years thereafter the successful applicant will be subjected to an updated investigation similar to the initial one. The applicant selected for this position will be hired provisionally pending successful completion of the background investigation. Retention will depend upon a favorable suitability determination following the completion of each background investigation.

Qualified applicants should submit a cover letter, resume including salary history, a completed application form AO-0078 (available at www.flnd.uscourts.gov), and a list of three professional references to:

Attn: CONFIDENTIAL - Vacancy Announcement 26-4
United States District Court for the Northern District of Florida
Office of the Clerk of Court
One North Palafox Street
Pensacola, Florida 32502

In addition to submission by mail or in-person, applications may be submitted electronically to careers_flnd@flnd.uscourts.gov (careers_flnd@flnd.uscourts.gov). To receive first consideration the application must be received by close of business on Friday, March 20, 2026. This position is open until filled.

The court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER