



UNITED STATES DISTRICT COURT District of New Mexico

Honorable William P. Johnson, Chief Judge
Mitchell R. Elfers, Clerk of Court

Office of the Clerk

333 Lomas Blvd. NW, Suite 270, Albuquerque, NM 87102

Telephone: 505-348-2000

NOTICE OF JOB OPPORTUNITY

Vacancy Announcement #: 24-DNM/IS-1

ANNOUNCEMENT DATE:	December 3, 2024
CLOSING DATE:	Open Until Filled <i>Preference given to applications received by December 16, 2024</i>
POSITION:	Information Services Manager
STARTING LEVEL/SALARY:	CL 30/Step 1 to CL 30/Step 61 \$97,750 to \$160,543 <i>Depending on Qualifications, Location</i>
HIRING BONUS:	Available
LOCATION:	Albuquerque, Las Cruces, or Santa Fe, New Mexico *

POSITION OVERVIEW

The District of New Mexico is seeking a full-time Information Services (IS) Manager. This position reports to the Chief Deputy in Albuquerque and provides direct oversight of the full range of Information Services for the entire District. The IS Manager is responsible for day-to-day operations of the IS department and provides strategic planning, technical vision, project management, and management of the technical staff. The incumbent works closely with the Chief Deputy and Clerk to enhance the development, implementation and evaluation of administrative and managerial processes to leverage the Court's technical resources.

** Duty station may be any of the divisional offices in the District of New Mexico (Albuquerque, Las Cruces, or Santa Fe), with occasional travel to the other divisional offices.*

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- ◆ Oversee all automation, network, telecommunication, and other responsibilities of the Information Services team and coordinate and monitor projects within the IS unit.
- ◆ Develop work standards, delegate and prioritize workload, implement staff procedures, and conduct staff meetings. Inform and train staff on policies, procedures, and goals related to Information Services and the court as a whole.

- ◆ Ensure conformity with rules, regulations, internal controls and other policies.
- ◆ Ensure physical and logical integrity of hardware, software, servers, and data to include user access, data storage, and cybersecurity procedures; and develop and manage a continuity of operations plan (COOP) in the event of a disaster or major system failure.
- ◆ Provide administrative oversight for subordinates, including managing time and leave requests, establishing performance standards, conducting performance appraisals, and recommending personnel actions such as appointments, promotions, reassignments, and disciplinary actions. Maintain accurate documentation, statistics, and employee records. Identify issues and resolve disputes.
- ◆ Use technical expertise to review and make recommendations on equipment purchases and other large budget expenditures. Participate in budget preparation. Verify specific needs and costs and recommend changes and adjustments. Conduct periodic budget reviews.
- ◆ Assist the Clerk and Chief Deputy in defining and creating long- and short-term goals regarding the efficient use of technology within the district and implementing plans for the accomplishment of strategic goals.
- ◆ Compile, reconcile, and report statistical information as required. Communicate and respond to requests from management, judges, and staff regarding the status of projects and other Information Services issues.
- ◆ Support the District's IT Committee including developing agendas, taking minutes, following-up on action items, etc.
- ◆ Other duties as assigned.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

- ◆ High school graduation or equivalent. A bachelor's degree in Computer Science, Information Systems, or a related field is preferred.
- ◆ A minimum of 10 years of experience in information technology or automation positions, including but not limited to desktop support, network or systems administrator, developer, supervisor, etc.
- ◆ A minimum of 4 years of substantial management responsibility including planning, coordinating, and directing complex projects and daily work in support of an organization's current and future automated system requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ◆ Excellent written and oral communication abilities, and strong interpersonal and analytical skills.
- ◆ Knowledge of IT, software, networks and supported applications used in the federal

judiciary (e.g., Windows, MS Office, O365, VMware, Active Directory, Linux, VOIP telephone systems).

- ◆ Demonstrated ability to successfully manage projects with changing priorities and within budget constraints.
- ◆ Skill in strategic planning and in developing short- and long-range plans which support the Court's priorities and goals.

COURT PREFERRED QUALIFICATIONS

- ◆ Supervisory or management experience in excess of the 4-year minimum is highly desirable. Strong preference will be given to candidates with upper-level management experience in the federal judiciary.
- ◆ Experience working in a court environment is a plus.
- ◆ Successful candidate will be a leader and motivator; highly organized; and possess tact, good judgment, poise, and initiative.
- ◆ Knowledge of budgeting principles and internal controls (especially concerning procurement, inventory, and property management) is also desirable.

HIRING BONUS

Qualified candidates may be eligible to receive a recruitment bonus (new appointees only), retention bonus (current local federal employees), or a relocation bonus (current federal employees who must relocate to a different geographic area to accept the position). The bonus is calculated as a percentage of the individual's base pay, and payment is contingent upon the employee signing a service agreement.

CONDITIONS OF EMPLOYMENT

- ◆ Employees must be United States citizens or eligible to work for the United States government.
- ◆ Employees of the United States District Court are Excepted Service appointments; Excepted Service appointments are "at will" and can be terminated with or without cause by the court.
- ◆ Employees are required to adhere to a Code of Ethics and Conduct. Employees are subject to strict confidentiality requirements.
- ◆ This is a high-sensitive position. Selectees are subject to a background check or investigation and subsequent favorable suitability determination and are subject to updated background investigations every five years. An individual may be hired provisionally pending successful completion of the necessary records checks.
- ◆ The court provides reasonable accommodations to applicants with disabilities.

- ◆ This position is subject to EFT (direct deposit of salary earnings).

BENEFITS

A generous benefits package is available, including

- ◆ A minimum of 11 paid holidays
- ◆ Paid annual leave, 13 – 26 days per year, depending on length of service
- ◆ Paid sick leave, 13 days per year
- ◆ Paid parental leave, up to 12 weeks
- ◆ Optional participation in Federal Employees Health Benefits plans, including dental and vision insurance; flexible spending accounts; life insurance
- ◆ Retirement benefits, including the Thrift Savings Plan (TSP)
- ◆ Potential for occasional telework, flexible work schedule
- ◆ Credit for prior government service

APPLICATION INFORMATION

Qualified applicants must submit a **cover letter, résumé with three references** and an **AO-78 *** (*Federal Judicial Branch Application for Employment*) by email to usdcjobs@nmd.uscourts.gov.

PLEASE INCLUDE “IS MANAGER” IN THE SUBJECT LINE

*The AO-78 can be downloaded at <https://www.nmd.uscourts.gov/employment>

Applications **must** be submitted as **ONE PDF** attachment.

Illegible or incomplete applications may result in loss of consideration for the position. ZIP files and links to file sharing services (DropBox, OneDrive, etc.) will not be accepted. PDF size is limited to 10 MB. Documents that cannot be downloaded by the court cannot be considered.

Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted. Initial interviews may be conducted remotely via videoconference; travel for any in-person interviews will be at applicant’s expense. The U.S. District Court reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER



TOTAL COMPENSATION STATEMENT

*** SAMPLE FOR ILLUSTRATION PURPOSES ONLY ***

POSITION: IS Manager, Full-time
LOCATION: Albuquerque, NM
STARTING LEVEL: CL 30/25
SALARY: \$123,485 per Annum

The Federal Judiciary provides a generous benefit package which, in addition to salary, is an important component of total compensation. This total compensation statement illustrates the value of the Federal Judiciary benefits. Please be advised that the information is tailored to this position as above, however some of the individual benefit values may vary based on your benefit choices.

Annual Salary \$123,485

Average Cash Award 240

TOTAL EARNINGS \$123,725

Retirement Benefits \$34,205

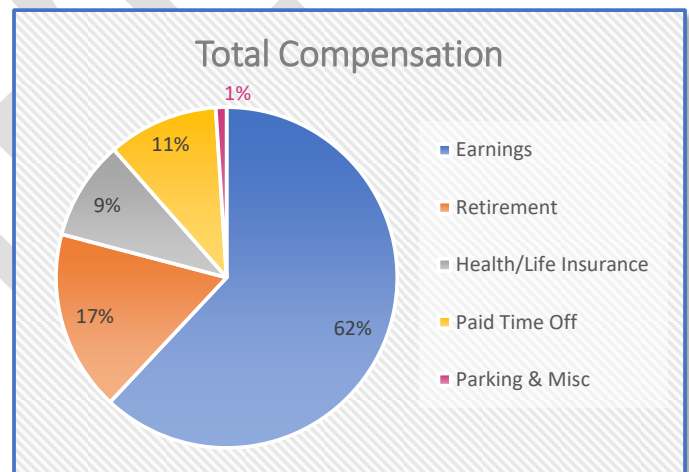
Health/Life Insurance 18,815

Paid Time Off 20,897

Parking & Misc. Benefits 2,040

TOTAL EMPLOYER CONTRIBUTIONS \$75,957

Employer contributions represent 38 % of total compensation



TOTAL COMPENSATION

\$199,682

EMPLOYER CONTRIBUTIONS

Retirement Benefits

- ❖ Retirement - Basic Benefit (FERS) 16.5-18.4% of basic pay for FY24, varies by type of FERS employee (FERS, FERS RAE or FERS FRAE)
- ❖ Thrift Savings Plan - Automatic Contribution 1% of Basic Pay for FERS employees
- ❖ Thrift Savings Plan - Employee Matching Up to an additional 4% of Basic Pay
Judiciary matches dollar for dollar for the first 3%, then 50 cents for every dollar contributed after that, up to 5%
- ❖ Social Security 6.2% of earnings up to SS Wage Base

Health /Life Insurance

- ❖ Health Insurance – FEHB Approximately 72% of FEHB Premium
- ❖ Life Insurance - FEGLI BASIC option \$.075 per every \$1,000 of insurance

Paid Time Off

- ❖ Sick Leave 4 hours per pay period = 104 hours per year
- ❖ Annual Leave 4 – 8 hours per pay period based on length of service
 - 0-3 years = 104 hours/year*
 - 3-15 years = 160 hours/year*
 - 15+ years = 208 hours/year*
- ❖ Paid Holidays 11 federal holidays

Parking / Miscellaneous Benefits

- ❖ Paid, Secure Onsite Parking
- ❖ Onsite Gym
- ❖ Employee Assistance Program (EAP)
- ❖ Federal Occupational Health (FOH) Health Units, Albuquerque, Las Cruces
- ❖ Work-Life Program

ADDITIONAL BENEFITS

- ❖ Dental Insurance, *premiums paid on a pre-tax basis*
- ❖ Vision Insurance, *premiums paid on a pre-tax basis*
- ❖ Flexible Spending Accounts, *contributions paid on a pre-tax basis*
- ❖ Workplace flexibilities: *Telework, flexible work schedules*
- ❖ Paid Parental Leave, *12 weeks*
- ❖ Tuition Reimbursement
- ❖ Mass Transit Reimbursement
- ❖ Employee Recognition Program
- ❖ Professional Education and Training
- ❖ Benefit and Retirement counseling and training