

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF KENTUCKY  
Office of the Clerk

Robert R. Carr  
Clerk of Court

Nathan W. Lee  
Chief Deputy Clerk



P.O. Box 3074  
Lexington, KY  
40588-3074

PH: 859-233-2503

[www.kyed.uscourts.gov](http://www.kyed.uscourts.gov)

<b>Position:</b>	Director of Information Technology 2013-02
<b>Location:</b>	Lexington, Kentucky
<b>Salary Range:</b>	\$65,439-\$147,887 (CL 29-31) Based on Qualifications and Judiciary Policy
<b>Opening Date:</b>	August 20, 2013
<b>Closing Date:</b>	September 23, 2013

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### Position Overview

The United States District Court for the Eastern District of Kentucky seeks a *Director of Information Technology* to lead the court's technology initiatives in its Lexington, Kentucky, headquarters and five divisional offices. Working with the Clerk of Court and other members of management, the *Director of Information Technology* will establish the court's short and long-range IT plans, effectively balancing current and anticipated requirements with fiscal restraint. Broad knowledge of information technology principles including hardware, software, networking, and security is expected, and knowledge of the electronic systems used within the federal court system, particularly CM/ECF, courtroom technologies, and internet protocol telephony is highly desirable. Knowledge of *Microsoft* servers and applications as well as Perl programming and JAVA are also desirable. The successful candidate will demonstrate strong interpersonal skills along with the ability to effectively prioritize initiatives and will report directly to the Clerk of Court.

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### About the Eastern District of Kentucky and Lexington

The United States District Court for the Eastern District of Kentucky covers a broad geographic area encompassing sixty-seven urban and rural counties. The Information Technology

department serves approximately 110 individuals including fifteen judicial officers, law clerks, and the Clerk of Court's staff, all located in six courthouses.

Located in the heart of Kentucky's Bluegrass Region, Lexington is the state's second largest metropolitan area. World-renowned for its natural beauty, Lexington is home to excellent public, private, and parochial schools, along with numerous recreational and entertainment opportunities, a thriving arts community, and a variety of strong healthcare choices. Geographically situated within a day's drive of two-thirds of the nation's population, Lexington offers all the benefits of a metropolitan area while still providing an opportunity for rural and outdoor activities given its close proximity to an abundance of lakes and streams and the nearby Appalachian Mountains. Sometimes referred to as the "Horse Capital of the World," Lexington's high quality of life has frequently been recognized in national rankings of affordability, livability, education, health care, creativity, young people, families, business and careers. For example, Lexington has been prominently included in the following rankings of American cities: Best Cities for Finding a Job; Mid-Size Communities; Best Places for Business and Careers; Most Educated Workforce; Best Buys for Recent College Grads and Young Professionals; Best Cities for Families; Best Cities for Relocating Families; Kid-Friendly Independent Cities; Quality of Life Metro; Best Cities for Education; Most Economical Cities to Conduct Business; Best Communities for Young People; Most Creative Small Cities; Top Ten Cities of the Future; Percentage of Population with a Bachelor's Degree; Percentage of Population with an Advanced Degree; Best Value Cities; Best Walking Cities; Access to Health Care; College Sports Towns; Hotspot for Young, Talented Workers; Cities for Salary Value; Best Places to Live the Simple Life; Top Metro Areas for Economic Development Activity; Greenest Cities; America's Best Places to Live and Work; America's 50 Best Cities; 100 Best Communities for Young People; Top 50 Cities to Live in Worldwide; and 50 Places of a Lifetime. In short, Lexington offers a quality of life that is second to none. Combined with a local court culture that is congenial, cooperative, and professional, this position provides an excellent opportunity for the selected candidate.

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### **Representative Duties**

- Provide managerial and technical oversight for systems integration, information and other technology resources. Responsible for policy development, systems analysis, contractor management, end-user training, operational support, and research and development of technical integration requests.
- Supervises and evaluates systems staff. Allocates staffing resources and ensures that IT staff completes assignments timely and satisfactorily. Motivates staff to meet goals of Clerk's Office/Chambers and IT department. Provides regular feedback to staff and takes appropriate corrective action to resolve performance or other staff problems. Makes recommendations to Clerk concerning staffing of IT section, and will participate in hiring information technology staff.
- Recommends to other managers proposed changes to enhance the overall capability and/or productivity of the total organization. Advises management in all areas of

information technology needs, objectives, and capabilities, including anticipation of future requirements and problems.

- Develops short and long range IT improvement plans for the court, ensuring that changes can be implemented with minimal disruption to the court.
  - Works closely with the Clerk, Judges, staff and other agency counterparts to implement strategic plans for improvement of work processes to increase efficiency and reduce costs.
  - Develops budget for system equipment, upgrades, and normal operations. Monitors and approves expenditures for IT operations consistent with budget procedures.
  - Monitors budget expenditures for IT and seeks ways to reduce operating costs.
  - Manages execution of implementation plans in the court for all major automated systems. Adapts software and documentation; establishes operating procedures; devises security systems for hardware, software and data, and performs testing to ensure effective operation.
  - Establishes training in system and use capabilities. Manages maintenance of the court Intranet and Internet website. Manages maintenance of court telephones, including cell phones and other mobile devices.
  - Manages and develops special reports for different areas of the Clerk's Office and Court.
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#### **Required Technical Competencies**

- Maintain a thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office technology, database design, data communications, and telecommunications, including wiring infrastructure.
  - Lead in implementing new information technology systems for the Court.
  - Analyze and solve complex IT problems.
  - Provide solutions based on knowledge, experience, and skill.
  - Analyze, evaluate, and determine information technology needs and plan to implement systems to meet those needs.
  - Apply existing or new technologies to difficult and challenging situations.
  - Train non-IT personnel in computing techniques and processes.
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#### **Required Managerial and Leadership Competencies**

- Knowledge and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Flexibility in coping with continuously changing demands and priorities from court executives, managers, and/or Judges.
- Skill in strategic thinking and analytical insight with strong organizational, prioritizing, planning, project management, interpersonal and problem solving skills.
- Ability to communicate effectively, both orally and in writing, to individuals and groups to provide information and guidance on hardware and software applications. Ability to

communicate with constituents from a wide variety of educational and professional backgrounds both within and outside the court unit.

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## **Application Process**

Applicants with varying levels of educational and professional attainment are welcome to apply. While not required, the ideal candidate will have increasing managerial responsibility, experience in financial oversight, and a demonstrated commitment to continued learning. Interested and qualified candidates should send application materials to include a resume including salary history and three references, a cover letter cover letter describing qualifications, and answers to the following pre-interview questions by the closing date via e-mail to [lorraine\\_buchanan@kyed.uscourts.gov](mailto:lorraine_buchanan@kyed.uscourts.gov), or by mail to:

Human Resources Administrator  
U.S. District Court – KYED  
P.O. Box 3074  
Lexington, KY 40588

Only applicants deemed most qualified will be invited for interview. The selected candidate will be considered provisional, subject to a successful background check and completion of a probationary period.

### *Pre-Interview Questions*

1. Considering the representative duties outlined above, please describe which you find most appealing and why. Likewise, please describe which you find least appealing and why.
2. Please describe your response to the following hypothetical situation:

Judge Jones is planning an after-hours educational session in the Lexington courthouse with a number of attorneys from throughout the 67-county district. At 4:55p.m., you receive a call on your cell phone from Judge Jones' law clerk indicating that his computer seems to have crashed. On his hard-drive was a WordPerfect file which Judge Jones needs to be printed so that he may distribute thirty copies to attendees of the educational session, scheduled to begin in a few minutes. You are on the highway returning from a divisional courthouse. You have staff members currently working at the Lexington courthouse. Please indicate your approach to addressing this problem.

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**Other Information**

Applicants must be a U.S. Citizen or eligible to work in the United States.

Employees of the U.S. District Court are “at-will” employees.

The Clerk reserves the right to modify the conditions of this vacancy announcement at any time or withdraw it without prior notice.

All appointments are subject to mandatory electronic funds transfer for payment of net pay.

This position is not eligible for reimbursement of interview travel expense.

The U.S. District Court for the Eastern District of Kentucky is an equal opportunity employer and values diversity in the workplace. Reasonable accommodations will be provided to applicants with disabilities.

Estimated travel time for this position: 5-10%.