



UNITED STATES BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF IOWA

NOTICE OF POSITION VACANCY

Position: Systems Administrator (2015-02 CR)
Classification: CL28 (Salary Range \$56,137 - \$91,275)
Starting salary commensurate with qualifications and experience
Location: Cedar Rapids, Iowa
Opening Date: June 23rd, 2015
Closing Date: Open Until Filled

The United States Bankruptcy Court for the Northern District of Iowa is recruiting for the position of Systems Administrator. This position is located in the Bankruptcy Clerk's Office in Cedar Rapids, Iowa and reports to the Director of Information Technology.

The Position

The Systems Administrator coordinates and oversees the court unit's information technology servers. The Systems Administrator performs routine administration to the servers and implements complex updates, including developing systems documentation and data network security; performs server troubleshooting and triage during service failure scenarios and participates in intense investigations to determine the root cause and develop corrective actions; ensures effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments. Duties also include collaborating with supervisors, managers, executives, and judges locally as well as at other court units.

Representative Duties

- Provide technical expertise as a team member in the development and operational support of the court's systems and services;
- Design, test, and deploy new or enhanced servers including resident software services;
- Perform server troubleshooting and triage during service failure scenarios and participate in detailed investigations to determine root cause and corrective actions;
- Support the court's current LAN/WAN, CISCO and VOIP network environments and integration into future unified communications networking systems;
- Ensure effective and efficient server maintenance and operations workflow and practices to help improve availability and performance of systems and dependent environments;
- Provide hardware and software support for Windows Server 2012/2008, VMWare ESX, Horizons and Redhat Linux operating system environments;

- Provide troubleshooting support for the court's case management system, locally developed ECF and e-Filing programs, Active Directory, IIS, Informix, My SQL, DNS/DHCP, Sharepoint, DFS, Drupal, PHP, Powershell and SQL Servers, and other court-developed software applications and services;
- Responsible for the creation, maintenance, and enhancement of data backup and recovery procedures and practices;
- Conduct comprehensive data security assessments and provide for network security through hardware and/or software solutions;
- Analyze and research procurement needs relating to the purchase of new server hardware and dependent accessories including software utilities and backup tapes;
- Create and maintain systems documentation;
- Collaborate with and assist other court units as needed under Shared Administrative Services; and
- Other related duties as required.

Qualification Standards

Candidates must be U.S. citizens or eligible to work in the United States. A bachelor's degree in Computer Science or a related field is preferred. In addition, candidates must possess at least three years general experience within the information technology environment and at least two years specialized experience, defined as: progressively responsible experience designing, implementing or maintaining computer systems that included the completion of computer project assignments involving systems analysis, computer programming, systems integrations, and information technology project management.

Technical Qualifications

- Thorough knowledge of theories, principles, practices, and usage of computer hardware and software;
- Advanced knowledge of office database design and data communications;
- Thorough knowledge of capabilities, limitations, and functional applications of information technology;
- Advanced knowledge of networking, operating systems, servers, and multi-tiered architectures with thorough knowledge of LAN/WAN internetworking technologies and strong network troubleshooting skills;
- Skill in writing program documentation;
- Ability to thoroughly analyze operating systems and identify complex issues to troubleshoot a problem or system crash;
- Thorough knowledge of flowcharting, form design, and control procedures;
- Extensive knowledge of data communication security and privacy techniques;
- Knowledge of and skill in information technology management;
- Skill in reviewing procedures, policies, and manuals;
- Skill in coordinating information technology projects with senior management;
- Skill in analyzing, interpreting, and presenting research findings to prepare design specifications; and
- Ability to manage multiple projects, prioritize work, and meet established deadlines and commitments.

Additional Preferences

The ideal candidate will also possess:

- General aptitude to learn new operating system languages and applications;
- Skill in training non-IT personnel in information technology techniques and processes;
- Experience in setting up and supporting telework employees;
- Proven ability to successfully manage projects with strong organizational skills;
- Excellent communication, interpersonal and customer service skills; and
- Unquestioned integrity with a positive “can do” attitude.

Selection Process

The most qualified applicants will be invited to one (or more) personal interviews with the Court. Persons selected for interviews will be required to travel to the designated location at their own expense. The court is not authorized to reimburse candidates for travel or relocation expenses.

Candidates progressing beyond the initial interview phase may be tested for eligibility.

Prior to appointment, the selectee considered for this position is required to undergo an FBI Background Check and Investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the background investigation. As a condition of employment, employees are subject to updated background investigations every five years.

In addition, the incumbent must satisfactorily complete a six (6) month probationary period.

Benefits

Benefits include paid vacation and sick leave, health, dental and vision benefits, life insurance, disability insurance, supplemental benefits, retirement benefits, and a tax-deferred savings plan. This position is subject to mandatory participation in electronic funds transfer (direct deposit) for payroll.

Procedures for Applying

To be assured consideration for this position, qualified applicants should submit the following:

- **Application for Judicial Branch Federal Employment**
(Link to this document is found on the court’s web site at www.ianb.uscourts.gov)
- **Cover letter and Resume** (include announcement number)
- **Three References**

Documents must be sent in PDF format to: hr@ianb.uscourts.gov

The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Incomplete applications, as well as those not submitted electronically, will not be considered. Only those applicants selected for interviews will be contacted. The United States Bankruptcy Court is an Equal Opportunity Employer.