

AMENDED

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK**
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VACANCY ANNOUNCEMENT
DIRECTOR OF INFORMATION TECHNOLOGY

ANNOUNCEMENT NUMBER: 26-002

APPOINTMENT: Permanent, Full-time

LOCATION: Richmond, VA

AREA OF CONSIDERATION: Open to all qualified applicants.

OPENING DATE: March 3, 2026

ANTICIPATED START DATE: November 2026

SALARY RANGE: CL 31
(\$123,610- \$197,200)

(salary commensurate with qualifications and experience)

CLOSING DATE: The position is open until filled.

Position Overview:

The United States Bankruptcy Court for the Eastern District of Virginia is seeking qualified applicants for the full-time position of Director of Information Technology. The court has five Judges, one recalled Judge and Clerk's Office staff of 48 employees. The court has divisional offices located in Alexandria, Norfolk, Newport News and Richmond. The Director of Information Technology is a senior-level management position reporting directly to the Court Unit Executive/Clerk of Court (Clerk) and has direct responsibility managing an IT Division staff of nine across the district and one remote IT staff member who provides CM/ECF support districtwide. The position requires periodic travel to divisional offices as well as to other locations for meetings and training as required.

Under the direction of the Clerk, the Director of Information Technology leads a team of developers that is responsible for designing, developing, and supporting many software products, including those at the national level within the federal judiciary in addition to managing product support, network/PC support, and Case Management Electronic Case Files System (CM/ECF) technical professional personnel.

The ideal candidate will join the court at a transformational time staying up to date on emerging technologies, be proactive, able to motivate, coach, and assist the IT Division's staff in the design, development, maintenance, and enhancement of various IT systems and applications, including those at the national level within the federal judiciary, and balance competing projects and assignments effectively while keeping them on track. A positive, forward-thinking attitude, and the ability to produce high quality results by applying technical knowledge, analyzing problems, and calculating risk are critical components for the successful candidate.

Representative Duties:

The Director of Information Technology performs duties and responsibilities which include, but are not limited to, the following:

- Manage, develop, support, and mentor staff in the IT Department by assigning and reviewing work, evaluating performance, and prioritizing projects.
- Advise the Clerk of Court and senior management team in all aspects of technology needs, security policies, systems and data protection, objectives, and capabilities, including anticipation of future opportunities and potential issues.
- Work closely with the Clerk of Court to develop and implement both short and long-range technology improvement plans which include consideration of unit needs, objectives and capabilities, emerging technologies, and national initiatives to advance the court's IT systems, operations, and networks, including anticipation of future requirements and issues.
- Establish, maintain, review, and regularly update written policies and procedures, as required.
- Provide advice on matters of IT security, including security strategy and implementation, to the Judges, Clerk of Court, and the senior management team.
- Support and maintain the Data Communications Network (DCN), Local Area Network (LAN), various communication systems, web-based services, servers, case management systems, productivity software, virtualization platforms, telecommunications and other operational and administrative applications and systems.
- Manage national Judiciary Finance System (JFinSys) development and support team.
- Ensure excellent customer support for end users in a Microsoft environment.
- Oversee all activities required to support courtroom audio/video systems.
- Develop budget justifications for systems equipment, upgrades, and general technology operations, and monitor all expenditures.
- Manage the IT Continuity of Operations Plan (COOP) and ensure annual testing and updates.
- Coordinate annual IT security training and compliance with national and circuit-level security requirements.
- Meets regularly with the Judges, Clerk of Court, the senior management team, other courts, circuit partners, the Administrative Office of the US Courts, and vendors to determine IT needs, provide recommendations and maintain relationships.
- Performs other duties as assigned.

Qualifications:

Applicants must possess at least six (6) years of progressively responsible professional IT experience, and at least three (3) years of supervisory experience related to the technical aspects of data processing, office automation, data communications and their applications, terminology and methodology, including the accomplishment of assignments that involve systems analysis, design, implementation, integration, and management.

Applicants must possess: (a) a thorough working knowledge of theories, principles, practices and techniques of computer hardware and software, office automation, and data communications; (b) experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs; (c) skill in training non-automation personnel in automation techniques and processes; and (d) knowledge of various programming development tools and one or more database management systems. Knowledge of the functions and processes of the court is desirable.

The ideal candidate will possess strong leadership skills, broad technical knowledge of various IT applications and methods, as well as the ability to think creatively and communicate effectively.

General Experience:

Ability to supervise and lead high-level automation staff; demonstrated ability to effectively integrate information technology programs and projects, and to coordinate such efforts with internal departments; knowledge of development, deployment, and operations, network infrastructure and configuration; skill in identifying and implementing methods to automate work processes; skill in communicating and negotiating (orally and in writing) with judges, top managers, vendors, peers and staff. Knowledge of current industry standards, technologies, and programming. Experience in developing and managing information technology budgets; ability to analyze, evaluate and project information technology needs and develop long range plans.

Education:

Bachelor's degree in information technology, management information systems, or similar field of study. Preferred: a graduate or professional degree in a related field.

Benefits:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits (<https://www.uscourts.gov/careers/benefits>) similar to those of other government employees including: paid annual and sick leave, eleven paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the successful completion of the background investigation and a favorable suitability determination.

How to Apply:

All interested applicants must submit:

- Cover Letter
- Resume
- Contact information for at least three professional references knowledgeable of employment history, character and integrity.
- Completed and signed Form AO 78, Application for Federal Judicial Branch Employment, available at <https://www.uscourts.gov/forms/human-resources-forms>.

Please submit all documents as a single combined PDF document via email to HR@vaeb.uscourts.gov. Incomplete application materials will not be considered.

Only the most qualified candidates will be invited for a personal interview. Applicants selected for interviews must travel to Richmond at their own expense. Only applicants who are selected for interviews will be contacted by the Court.

The court provides reasonable accommodation to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice.

The United States Bankruptcy Court is an Equal Opportunity Employer