

**UNITED STATES BANKRUPTCY COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA**



*www.vaeb.uscourts.gov*

**AN EQUAL OPPORTUNITY EMPLOYER**

**POSITION:** Network Administrator

**LOCATION:** Richmond, Virginia

**SALARY RANGE:** \$71,849 - \$116,823 (CL 29), depending on qualifications, experience, and education

**OPENING DATE:** December 11, 2018

**CLOSING DATE:** Open until filled — To ensure consideration, application should be received by 4:00 p.m. Eastern Time on December 21, 2018

**ANNOUNCEMENT NO.:** 18-006

***POSITION ANNOUNCEMENT***

The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Virginia, Richmond Division, is accepting applications for a full-time, permanent **Network Administrator** position.

**POSITION OVERVIEW:**

The Network Administrator is a fully proficient member of a work team that is responsible for the planning, acquisition, application, operation, integration, and maintenance of all automated systems, equipment, and networks operating within court unit. The incumbent troubleshoots and resolves operational and network-related automation problems and ensures an effective cyclical maintenance program for all office automation equipment. The Network Administrator is responsible for the planning, procurement and installation/upgrade of all national systems and applications. The incumbent develops and provides training for end-user personnel.

**REPRESENTATIVE DUTIES:**

- Advise management in all aspects of automation needs, objectives, and capabilities, including anticipation of future requirements and potential problems. Develop short- and long-range automation improvement plans for the court unit; ensuring changes can be implemented with minimal disruption.
- Manage and execute implementation plans for major automated systems. Adapt software and create systems documentation; perform testing; and establish operating procedures. Establish security systems for hardware, software, and data. Conduct post-implementation testing to ensure adequacy of systems and applications and recommend changes, as required.
- Develop budget justifications for systems equipment, upgrades, and general automation operations. Monitor all expenditures. Oversee procurement of hardware, software, peripherals, and support contracts.

- Develop specifications and evaluate bids in accordance with regulations. Monitor delivery, installation, and implementation of equipment and systems.
- Support and maintain the Data Communications Network (DCN), Local Area network (LAN), various serial communication systems, web-based services, electronic mail systems, and operational and administrative applications and systems. Perform upgrades on existing systems and configure new systems.
- Establish and maintain system operating procedures, protocols, data security, backup plans, and user permissions. Develop and maintain local court technical documentation for administered systems. Establish and deliver training regarding system use and capabilities to court staff.
- Develop specific system features to satisfy local court unit needs, including developing adaptations to national systems. Participate in the planning for and the acquisition of specific alternate and backup systems for the court unit.
- Maintain automation equipment inventory according to internal control guidelines. Oversee automation equipment cyclical maintenance program for the court.
- Develop and maintain library of software, including documentation of locally developed applications. Prepare statistical and management reports for operational and/or administrative areas of the court unit.
- Work closely with information technology professionals within the district and circuit to ensure operational integration and efficiency. Interact with IT professionals at the AO and counterparts in other districts to exchange information on new developments and refinements.
- Establish and deliver training regarding system use and capabilities to court staff.
- Provide security analysis of IT activities to ensure that appropriate security measures are in place and are enforced. Conduct security risk and vulnerability assessments of planned and installed information systems to identify weaknesses, risks, and protection requirements. Utilize standard reporting templates, automated security tools, and cross-functional teams to facilitate security assessments.
- Assist with the identification, implementation, and documentation of security safeguards on information systems. Manage information security projects (or security-related aspects of other IT projects) to ensure milestones are completed in the appropriate order, in a timely manner, and according to schedule. Prepare justifications for budget requests. Prepare special management reports for the court unit, as needed.

**QUALIFICATION REQUIREMENTS:**

To qualify for CL 29, the incumbent must have two years of specialized experience, including at least one year equivalent to work at the CL-28.

This position requires a demonstrated ability to recognize causes of and analyze problems and recommend practical solutions, the ability to meet critical deadline, and the ability to organize and prioritize work schedule, work independently with little or no supervision, and exercise discretion.

**GENERAL EXPERIENCE:**

Progressively responsible experience that provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization, (2) the ability to analyze problems and assess the practical implications of alternate solutions, (3) the ability to communicate with others, orally and in writing, and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

**SPECIALIZED EXPERIENCE:**

For this position, specialized experience is progressively responsible that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. This experience can be in network administration, data processing, office automation, and data communication, including project assignment that involve systems analysis, design, programming, implementation, integration and management.

**PREFERENCES:**

- Master's degree in Computer Science or related field from an accredited four-year college or university
- Knowledge of and experience with court operations
- Knowledge of Informix, KACE, Splunk, Virtual Machines, Perl, Shell Script, Active Directory

**APPLICATION PROCEDURE:**

Each applicant should submit a cover letter, salary history, Form AO 78, Federal Judicial Branch Application for Employment, detailed resume and references electronically via email (as a single combined PDF document) by 4:00 p.m., Eastern Time, on December 21, 2018, to:

network-administrator-ric@vaeb.uscourts.gov

To obtain a copy of Form AO-78, Application for Judicial Branch Federal Employment, please go to the court's website, [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) and click on the Court Resources button, then select Employment Opportunities. To learn more about the federal courts, go to [www.uscourts.gov](http://www.uscourts.gov).

If you have questions about this position, please contact the Human Resources Officer at 804-916-2496.

**OTHER INFORMATION:**

The applicant considered for appointment will be subject to a background check.

This position is subject to mandatory electronic funds transfer for payment of net pay.

Only well-suited applicants may be invited for personal interviews. Only those applicants selected for an interview will be contacted. The best-suited applicant will be selected. The conditions of this position announcement are subject to modification without prior notice being given. Only applicants invited for personal interview will be advised of the outcome of the applicant selection process.

**BENEFITS:**

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification and are at-will employees. They are, however, entitled to benefits similar to other federal employees. Benefits include:

- 10 Paid Holidays per Year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years; and 26 days after 15 years of federal service
- Paid Sick Leave in the amount of 13 days per year
- Optional participation in the Federal Employees Health Benefits Program
- Optional participation in the Federal Employees Group Life Insurance Program
- Optional participation in the Federal Employees Dental and Vision Insurance Program
- Optional participation in the Commuter Benefit Program
- Mandatory participation in the Federal Employees Retirement Program and the Social Security Retirement Program
- Thrift Savings Plan
- Long Term Disability Plan Options
- Long Term Care Insurance
- Flexible Benefits Program
- Credit Union Participation

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.