U. S. BANKRUPTCY COURT
Northern District of Oklahoma
Announcement Number: 2006-001

Position:	**Systems Manager**
Area of Consideration:	**All Sources - Nationwide**
Location:	**Tulsa, Oklahoma**
Salary Range:	**CL-29 ($57,610 - $93,673), depending on qualifications and experience. Possible promotion potential to CL-30.**
Closing Date:	**When filled. To ensure consideration, submit resume or court application by 4:30 p.m. on Thursday, November 10, 2005.**

The Bankruptcy Court for the Northern District of Oklahoma has jurisdiction in an eleven county region. The Clerk's Office consists of the 20 employees who support two judges and their respective chambers staff. The Systems Manager will supervise two or more automation professionals and manage all of the Court's supporting information systems.

Position Overview

The incumbent is responsible for the automated systems within the unit through introduction, application, operations, coordination, and integration of people, programs and equipment The incumbent is also responsible for ensuring personnel are trained in automated system(s) use and working with staff to make operations effective and efficient.

Representative Duties

Develops short and long-range automation improvement plans for the court unit.

Manages execution of implementation plans in the court unit for all automated systems. Oversees local changes in software and documentation; oversees testing; establishes operating procedures; and devises security systems for hardware, software and data. Coordinates training in system use and capabilities.

Advises management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.

Develops budget justification for system equipment, up-grades, and normal operations. May monitor or approve all expenditures for automation operations.

Manages and supervises the automation team by: clarifying roles and responsibilities; establishing performance expectations; evaluating performance, coordinating and approving work; helping to establish priorities and time schedules.

Develops specific system features to satisfy local court unit needs. This may involve making adaptations to a national system, or participating in the planning for and acquisition of a specific system for the court unit. Maintains library of software, including documentation of locally developed material.

Manages and develops special management reports for different elements of the court unit.

Oversees automation maintenance program for the court unit.

Qualifications

Must have a broad working knowledge of theories, principles, methodologies, practices and techniques of: supervision; computer hardware and software; office automation; database design; local and wide area networks; data communications; and electronic imagining. Must have demonstrated experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs. Must have good problem solving skills. Should have the skill to apply project management principles. Should have ability to facilitate significant technology conversions through operational, administrative, and technical support systems. Must have the ability to train non-automation personnel in automation techniques and processes. Must have the ability to lead and provide direction to a technical team.

For appointment at CL-29 a minimum of three years of specialized experience, including at least one year equivalent to work at the CL-28, is required. Specialized experience is defined as progressively responsible experience 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.

Benefits

Employees of the U. S. Bankruptcy Court are Excepted Appointments and are not included in the government competitive service classification (Civil Service) system. Positions are classified and graded by the Court Personnel System.

A generous benefits package is available to employees, which includes:

- Ten paid holidays a year
- Paid annual leave in the amount of 13 days per year (increases after 3 years of federal service)
- Paid sick leave in the amount of 13 days per year
- Optional participation in a choice of subsidized Federal Employees Health Benefits Plans with pre-tax deductions
- Optional participation in Federal Employees Group Life Insurance
- Optional participation in Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan
- Optional participation in a flexible spending pre-tax program for Dependent Care and Medical Care
- Retirement benefits
- Thrift Savings Plan including investment options and matching benefits
- Parking provided

Information for Applicants

Applicants should submit resume and/or court application by November 10, 2005 to:

Human Resources Specialist
U. S. Bankruptcy Court
224 South Boulder Ave, Room 105
Tulsa OK 74103

Resumes will also be accepted by fax at (918) 699-4045 or by e-mail to:
Charlotte_Griggs@oknb.uscourts.gov

An application for Federal Employment may be found at: www.oknb.uscourts.gov.

This position is subject to mandatory Direct Deposit.

Employees are required to adhere to the Code of Conduct, which is available to review upon request.

The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, a copy of which is available to review upon request.

As a condition of employment, a FBI Background Check or Investigation and a NCIC check are required for all new employees.

Selection for this position is contingent upon proof of U.S. citizenship.

For questions about this job please contact: Charlotte Griggs, 918-699-4075.