



United States Bankruptcy Court Northern District of Alabama

Announcement Number: 25-03

Position: Information Technology Manager

Location: Birmingham, Alabama

Position Type: Full-time Permanent

Opening Date: August 28, 2025

Closing Date: Open until filled with first preference given to applications received by September 18, 2025

Salary: CL-30 (\$100,615 to \$163,542)
Depending upon qualifications, experience, and education with promotion potential up to a CL-31 without further competition.

Anticipated Start Date: December 1, 2025

Job Summary:

The Clerk's Office for the United States Bankruptcy Court, Northern Division of Alabama is seeking an Information Technology ("IT") Manager. The IT Manager is responsible for overseeing and managing automated systems within the Court, including operation, coordination, and integration of all Judiciary and local applications. The incumbent primarily oversees automation training, coordination, and integration of office automation equipment, telecommunications, and courtroom technology. The IT Manager ensures compliance with the appropriate guidelines, policies, and approved internal controls. Situational telework may be available; however, this is not a full-time telework position.

Duties and Responsibilities:

The duties include, but are not limited to the following:

- Manage, develop, and mentor IT staff and other professionals involved in related activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the department to include analyzing workflow, establishing priorities, and setting deadlines. Conduct staff meetings and communicate operational status and relevant information to staff. Perform quality checks and approve the efficiency and effectiveness of all systems and programs prior to implementation.
- Evaluate the organization's technology use and needs. Develop and implement both

short-term and long-range automation improvement plans which include consideration of unit needs, objectives, and capabilities, including anticipation of future requirements, funding, and potential issues. Create flow charts, documents, and forms that are well designed, clear, and easy to understand. Formulate, recommend, implement, and enforce appropriate policies, procedures, and standards. Develop solutions to problems and procedures for accomplishing objectives.

- Manage courtroom technology and telecommunications capabilities. Maintain oversight of the quality of web development and management to ensure user needs are consistently met. Manage remote and mobile information systems. Maintain oversight of unit's automation equipment and property inventory.
- Develop specific system features to satisfy unique unit needs. Make adaptations to national systems and/or participate in the planning for, and the acquisition of, specific systems. Develop cost-benefit analyses for various IT projects. Meet established deadlines and commitments.
- Ensure the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment. Manage the *IT Continuity of Operations Plan* ("COOP"), ensure annual testing and plan updates, collaborate with managers, judges, and executives regarding COOP to ensure the anticipated needs of the unit are met.
- Plan, manage, and control IT budgets, expenditures, and property and equipment procurement activities in consultation with senior management.
- Meet regularly with managers, judges, executives, other court units, and vendors to determine IT needs, recommend viable solutions, and maintain collaborative relationships.
- Develop presentations, data, and technical briefings on IT related topics. Establish and ensure effective training in system use and capabilities. Remain current regarding emerging technologies and how they interface with systems.
- Comply with the *Guide to Judiciary Policy*, the *Human Resources Manual*, applicable Administrative Office policies and procedures, and internal controls guidelines. Comply with procurement procedures, policies, and guidelines.
- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Always demonstrate sound ethics and good judgment. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Communicate clearly and effectively, both orally and in writing, to explain complex concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.

- Other duties as assigned.

Mandatory Qualifications:

The selected candidate must possess a minimum of 2 years of specialized experience that includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:

- (1) Skill in developing the interpersonal work relationships needed to lead a team of employees,
- (2) The ability to exercise mature judgment, and
- (3) Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

Specialized Experience:

Progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties successfully.

Court Preferred Qualifications:

- A bachelor's degree from an accredited college or university in IT or a closely related field.
- 4 years of supervisory experience is highly preferred.
- Federal Court experience is preferred.
- Experience with systems administration, particularly with the Case Management/Electronic Case Files (CM/ECF) system, is highly desirable.
- Must have excellent interpersonal skills and be able to effectively communicate with technical support staff, non-technical users, and groups.
- Excellent organizational skills, ability to respond to requests on short notice, and the ability to manage multiple tasks. Must be able to maintain complete and highly accurate records and files.

Benefits:

Employees are eligible to participate in the Federal Employees Retirement System (FERS), Thrift Savings Plan (TSP), and health, dental, vision, and life insurance programs. Employees are entitled to paid leave, periodic increases, and 11 paid holidays. For more information, visit the U.S. Courts Benefits [page](#).

Additional Information:

Applicant must be a U.S. Citizen.

All employees are subject to mandatory Electronic Fund Transfer (EFT) of salary payment.

This position is considered high-sensitive. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation.

Worked is performed in an office setting. Duties require working during non-business hours. Occasional travel and working non-business hours are required.

The selected candidate must be able to lift 50 pounds; be able to exert physical effort involved in moving, lifting, connecting, or troubleshooting equipment; and be able to work in Intermediate Distribution Frame (IDF) closets, rack rooms, storage areas and specialized work areas.

Applicants will be screened for qualifications and the best qualified applicants will be invited for an interview. Participation in the interview process will be at the applicants own expense.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice.

All Court employees are at will and therefore the selected candidate may be removed from this position at any time.

How to Apply:

Please submit a letter of interest and resume along with the Federal Judicial Branch Application for Employment Form [AO-78ⁱ](#) to resumes@alnb.uscourts.gov in a single PDF.

**The U.S. Bankruptcy Court for the Northern District of Alabama
is an Equal Opportunity Employer.**

ⁱ The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.