



Position Announcement

Position: Information Systems Manager

Location: Burlington, Vermont

Announcement: 2025-03

Position Status: Full-time Permanent

Opening Date: July 10, 2025

Closing Date: Open until filled

Classification Level: CPS CL-30

Salary Range: \$101,645 - \$165,216

POSITION OVERVIEW:

The United States Court is accepting applications from qualified candidates for the position of Information Systems Manager. The IS Manager serves as the court's primary technical consultant, manager of all information technology (IT) services and initiatives, and supervisor of IT staff. The IS Manager is a member of the Clerk's Office management team and reports directly to the Chief Deputy of Administration. This position is located in the Clerk's Office in Burlington and is required to travel frequently to the divisional office in Rutland, and to attend training, meetings, and conferences as necessary.

REPRESENTATIVE DUTIES:

Manages, develops, and mentors staff and other professionals involved in information technology activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversees the daily operation of the department to include analyzing workflow, establishing priorities, and setting deadlines. Conducts staff meetings and communicates operational status and relevant information to staff. Performs quality checks and approves the efficiency and effectiveness of all systems and programs prior to implementation.

Evaluates the organization's technology use and needs. Develops and implements both short-term and long-range technology improvement plans which includes consideration of unit needs, objectives, and capabilities, including anticipation of future requirements and problems. Formulates, recommends, implements, and enforces appropriate policies, procedures, and standards. Develops solutions to problems and procedures for accomplishing objectives. Develops cost-benefit analyses for various information technology projects. Meets established deadlines and commitments.

Manages courtroom technology and telecommunications capabilities including virtual and hybrid courtroom solutions, ensuring seamless integration with collaboration platforms like Zoom or Microsoft Teams. Manages remote and mobile information systems. Maintains oversight of unit's automation equipment and property inventory.

Ensures the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment prioritizing zero-trust architecture, advanced threat detection. Manages the information technology Continuity of Operations Plan (COOP) and ensures annual testing and plan updates.

Manages information technology budgets, expenditures, and property and equipment procurement activities in consultation with senior management and finance.

Communicates clearly and effectively, both orally and in writing; capable of explaining complex concepts to individuals and groups with varying experience and backgrounds. Interacts effectively with the public and staff, providing customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

To qualify for a position of Information Systems Manager, a person must be a high school graduate or equivalent and must have three years of general experience and two years of progressively responsible specialized experience.

General Experience: Progressively responsible administrative, professional, investigative, technical, or other responsible work that provided an opportunity to gain: (a) a general knowledge of management practices and administrative processes, (b) skill in dealing with others in person-to-person work relationships, and (c) the ability to exercise mature judgment.

Specialized Experience: Progressively responsible technical experience that is in, or closely related to, the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position.

DESIRABLE QUALIFICATIONS / COURT PREFERRED SKILLS:

Desirable qualifications include at least two (2) years of experience in a supervisory role; bachelor's or master's degree in computer science, business management, public administration or related field; and federal or state court experience. Procurement experience including the preparation of complicated specifications, solicitation and negotiation of service and purchase contracts, and preparation of significant and large purchase orders. Experience with systems administration, particularly with the CM/ECF system.

EXPERIENCE AND EDUCATIONAL SUBSTITUTIONS:

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field, may be substituted for one year of specialized experience. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in such fields as business or public administration, political science, criminal justice, law, management, or related field may be substituted for two years of specialized experience.

BENEFITS:

Judiciary employees are not classified under civil service but are entitled to similar benefits. These include the Federal Employees Retirement System; Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 11 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under "excepted appointment" and are considered "at-will" employees.

APPLICATION PROCESS:

Qualified applicants should submit a cover letter, resume, and completed [Application for Employment \(AO-78\)](#) to:

Email Address: HR@vtd.uscourts.gov
Subject: Information Systems Manager Position

The U.S. District Court is an equal opportunity employer (EOE). The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Travel and/or relocation expenses are the responsibility of the applicant. The position is designated “high-sensitive,” and the successful applicant will be subject to a recurring full background investigation as a condition of employment. All appointments are subject to mandatory electronic fund transfer for payroll deposit.