

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

**Position: Information Systems
Manager**

Announcement Number: 2025-13

Location: Tyler, Texas

Salary Range:

CL 30 (\$99,611-\$161,910)

CL 31 (\$117,178-\$190,434)

Based on experience and
qualifications



U.S. District Court, TXED

Human Resources

211 W. Ferguson Street

Tyler, TX 75702

Opening: July 23, 2025

Closing: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a motivated and experienced individual to serve as an **Information Systems Manager**. There are seven Clerk's Offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

POSITION OVERVIEW AND DUTIES:

The Information Systems Manager must possess excellent leadership and management skills, along with diverse experience and knowledge related to all aspects of information technology. The Information Systems Manager ensures confidentiality, integrity, and availability of systems, networks, and data. The Information Systems Manager also creates, promotes, and adheres to standardized processes for the delivery of security services. Representative duties include:

- Oversee and participate in the analysis, implementation, operation, development, and support of mission critical applications, nationally supported information technology systems, and locally developed automated solutions.
- Maintain the Court's IT strategic plan.
- Serve as the IT security officer for the Court.
- Manage, develop, and mentor supervisory staff and other professionals involved in information technology functions, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the IT department to include analyzing workflow, establishing priorities, and setting deadlines. Conduct staff meetings and communicate relevant information to staff.
- Manage courtroom technology and telecommunications capabilities. Maintain oversight of the quality of web development and management to ensure that end user needs are consistently met. Manage remote and mobile information systems. Maintain oversight of the Court's automation equipment and property inventory.
- Evaluate the Court's technology use and needs. Develop and implement both short and long term automation improvement plans that anticipate future requirements and problems. Formulate, recommend, implement, and enforce appropriate policies, procedures, and standards. Develop solutions to problems and procedures for accomplishing objectives.

- Develop specific system features to satisfy unique needs. Make adaptations to national systems and participate in the planning and acquisition of specific systems for the Court. Develop cost-benefit analyses for various information technology projects.
- Manage and maintain all aspects of the Court's IT security posture in accordance with Judicial Conference policy. Create and regularly review the Court's IT security policies and procedures. Ensure the effectiveness of security systems for hardware, software, networks, data, physical property, and equipment. Manage the IT portion of the Court's Continuity of Operations Plan (COOP). Conduct annual COOP tests and recommend appropriate updates.
- Plan, manage, and control IT budgets, expenditures, and property and equipment procurement in consultation with the Clerk of Court.
- Meet regularly with the Chief Deputy, Clerk of Court, judges, managers, representatives from other courts, vendors, and staff of the Administrative Office of the U.S. Courts to determine IT needs, recommend solutions, and maintain collaborative relationships.
- Travel periodically to each division of the Court and to other parts of the country for training and for committee work.

QUALIFICATIONS:

- A bachelor's degree from an accredited college or university
- Minimum of five years' experience in managing and leading all or portions of an information technology organization.
- Broad technical knowledge of various IT applications and methodologies, as well as the ability to think creatively and communicate effectively
- Cybersecurity knowledge, project management experience, leadership skills, sound judgment, and the ability to think and perform strategically.
- Extensive knowledge of software testing methods, practices, and preventive maintenance activities
- Proficiency with tools concerning computer networking, database management and internet/intranet applications and development, and website design
- Significant experience in conducting research of available services and products
- Occasional travel may be required.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "at-will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, the Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application with Optional Background Information (questions 19, 20, and 21 completed), and a resume. The cover letter should be addressed to:

Diana Velez, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov. All documents should be submitted as a single pdf with the reference number (2025-13 Information Systems Manager) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer