U.S. Bankruptcy Court
Eastern District of New York
Office of the Clerk
www.nyeb.uscourts.gov

U.S. Bankruptcy Court, EDNY
Conrad B. Duberstein Courthouse
271-C Cadman Plaza East, Suite 1595
Brooklyn, NY 11201-1800

U.S. Bankruptcy Court, EDNY
Alfonse M. D'Amato U.S. Courthouse
290 Federal Plaza
Central Islip, NY 11722

CAREER OPPORTUNITY #FY20/01

CAREER OPPORTUNITY

POSITION TITLE:	Database Administrator/Supervisor
POSITION TYPE:	Full-time, Permanent
OPENING:	October 25, 2019
DUTY STATION:	Brooklyn, NY with travel to Central Islip, NY as required.
SALARY:	CL29/01 ($81,634) - CL29/25 ($102,040) Salary is based on education and qualifications.
CLOSING:	Until Filled

Position Overview:

The Database Administrator/Supervisor performs professional work related to designing, modifying, and adapting existing software for the court's Case Management/Electronic Case Files System (CM/ECF), as well as other national and locally developed applications. The incumbent also administers the court's Informix Dynamic Server and MS SQL Enterprise Server databases, and serves as a primary backup to the Red Hat and SUSE Linux Systems Administrator. The incumbent is responsible for supervising and training the automation team, ensuring compliance with the appropriate guidelines, policies, and internal controls, and overseeing the effectiveness of all office automation equipment within the court unit.

Representative Duties:

- Lead, train, guide and supervise other staff performing information technology activities, including assigning, reviewing work, evaluating performance. Develop and conduct employee performance evaluations. Assist in developing work standards. Supervise, delegate, and prioritize workload. Implement staff procedures and conduct staff meetings. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations.

- Assist in developing short term and long-range automation improvement plans for the court unit, ensuring that changes can be implemented with minimal disruption at the court site. Supervise execution of implementation plans for major automated systems. Adapt software and hardware, software, and data. Establish training in system use and capabilities.

- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints. Coordinate software system installation, make programming changes, and monitor equipment functioning to ensure specifications are met. Analyze information to determine, recommend, and plan computer specifications and layouts, and peripheral equipment modifications. Use technical expertise to resolve systems related problems.

- Design, modify, adapt, and enhance existing software via programming to correct errors, allow adaptation to new hardware, or to improve performance of the software. Create and maintain data dictionaries. Develop and perform software system testing and validation procedures and documentation.

- Oversee technical staff and end users to design and program software applications, including exchanging information on project limitation and capabilities, performance requirements, and interfaces. Consult with customers about software system design, enhancement, and maintenance. Write code to specifications, document work, develop custom reports, and perform routine testing.

- Install and test new versions of the database management system (DBMS). Write database documentation, including data standards, procedures and definitions for the data, and control access permissions and privileges. Ensure storage, archiving, backup, and recovery procedures are functioning correctly. Develop, manage, and test backup and recovery plans. Install, configure, test, manage, and support new or revised releases of national and locally developed or customized systems interfacing with or running in the Linux operating environment.

- Serve as primary technical administrator for CM/ECF and other national and locally developed applications. Conduct backup and recovery of the CM/ECF databases stored on Linux systems. Implement disaster recovery plans ensuring data security and integrity.

- Perform ongoing analysis of court applications to identify and correct problems and make recommendations for improvement to both manual and automated processes. Perform project management and advise court managers on court automation needs, including time and cost requirements in terms of both personnel and funding.

- Provide instruction and training on use and support of national and locally developed or customized systems interfacing or running in the Linux operating environments.

- Evaluate proposed equipment and configurations in accordance with the Linux systems and recommend equipment replacement and configurations. Prepare requests for hardware and software purchases in accordance with judiciary policies and procedures.

- Perform other duties as assigned.

Qualification Requirements:

Minimum of three years of specialized, progressively responsible professional IT experience. Specialized experience is progressively responsible experience that is in or closely related the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position. This includes knowledge of Informix, Linux systems, Perl, Shell, SQL and database management standards.

Strong customer service skills, flexibility, and problem resolution skills are essential. Excellent written, oral, and interpersonal communication skills are required, with an exceptional ability to communicate technical concepts to non-technical staff. This position requires the ability to lift and move moderately heavy items, such as computer equipment. The incumbent must be able to occasionally work after hours and weekends. Some travel, including overnight trips, will be required.

Preferred Qualifications:

A college degree in computer science or related field. Preference will be given to those candidates who possess significant professional database administration experience. Experience with CM/ECF is highly desirable. Additional programming language knowledge and programming experience is also preferred. The ideal candidate will possess exceptional organization, time management, and logic skills while having the ability to work independently and in a team setting.

Benefits:

The United States Bankruptcy Court offers an excellent working environment. Court employees are covered by the Court Personnel System and are entitled to benefits listed on the United States Courts website at https://www.uscourts.gov/careers/benefits.

Application Process:

To be considered, applicants must submit a cover letter, résumé, list of three (3) professional references, and Application for Judicial Employment (AO78). The application can be found on the court's website at http://www.nyeb.uscourts.gov/ under *Employment, Working For the Federal Judiciary*. The cover letter should address how you satisfy the qualifications of the position. Applicants who fail to submit a complete application package will not be considered. All applications should be directed via email in PDF format to: resumes@nyeb.uscourts.gov. Only applications submitted via email will be accepted. Please include the title of the position and vacancy announcement #FY20/01 in the subject line. Preference will be given to applications received by November 15, 2019.

Only applicants selected for an interview will be contacted. Phone calls will not be accepted. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which may occur without prior written or other notice.

Applicant must be a U.S. citizen or eligible to work in the Federal U.S. Court System

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