

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE

CAREER OPPORTUNITY

NETWORK ADMINISTRATOR II

Announcement Number: 10-05

Position Type: Full-time Permanent

Position Location: Nashville, Tennessee

Starting Date: August 2nd, 2010 (negotiable)

Classification Level: CL 27 - 28 (\$45,928 - \$89,481)

Application Period: June 16 to July 2, 2010

Position Overview

The United States Bankruptcy Court for the Middle District of Tennessee is seeking applicants for the position of Network Administrator II. The Network Administrator II coordinates and oversees the judiciary's information technology networks and supervises the activities of the help desk staff, currently a Network Administrator I. The Network administrator II performs routine network administration as well as more complex network administration duties, including developing standards, recommending network infrastructure change, and coordinating and implementing network security measures. The Network Administrator II is responsible for high-level and long-term design and analysis of court units' network systems. Their duties may also include collaborating with supervisors, managers, executives, and judges. The court operates in a multi-hardware and operating systems platform environment that includes Linux, Windows, Novell, VMWare, desktops, laptops, and servers.

Skills and Qualifications

Required Experience: Applicants must have at least 7+ years experience in Information Technology. The ideal candidate will possess a Bachelor's degree in an IT related field and at least 5+ years experience in Information Technology as a senior level network administrator.

Information Technology and Automation

Advanced knowledge of theories, principles, practices, and usage of computer hardware and software. Knowledge of office database design and data communications. Knowledge of capabilities, limitations, and functional applications of information technology. Knowledge of operating systems, servers, server virtualization, and workstation products. Knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs), including systems security standards.

Knowledge of flowcharting, form design, and control procedures. Ability to meet established deadlines and commitments. Knowledge of data communications security and privacy techniques. Knowledge of, and skill in, information technology management. Skill in coordinating information technology projects with senior management. Skill in analyzing, interpreting, and presenting research findings to prepare design specification. CNE and/or MCSE certifications. Advanced knowledge of Websense, VoIP, Vlans, VPNs, Wireless, and VMWare ESX.

Representative Duties

Coordinate and link computer systems within an organization to increase compatibility and share information. Determine computer software or hardware needed to set up or alter systems. Train users to work with computer systems and programs. Diagnose hardware and custom off-the-shelf software problems, and replace defective components. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Recommend changes to improve systems and configuration, as well as determine hardware or software requirements related to such changes. Maintain network security.

Develop and implement short-term and long-range automation improvement plans for the court, ensuring that the changes can be implemented with minimal disruption at the court site.

Perform data backups. Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, web usage/monitoring, design and acquisition of servers. Produce useful system documentation, and perform system startup and shutdown procedures, and maintain control records.

Recommend, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems.

Plan, coordinate, implement, and test network security measures in order to protect data, software, and hardware.

Design, configure, and implement computer hardware and operating system software. Develop standard guidelines to guide the use and acquisition of software and to protect vulnerable information.

Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers and workstations. Escalate incidents as necessary.

Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.

Support application development teams throughout project lifecycles. Analyze system, server, application, network, and input/output device performance.

Benefits

Employees of the U.S. Bankruptcy serve under Excepted Appointments and are considered “at will” employees and are not subject to the employment regulations of competitive service. Judiciary employees are entitled to benefits such as paid vacation, paid holidays, sick leave, choice of health and dental plans, Federal Employees Retirement System, life insurance, flexible spending accounts, long term care options, and the Thrift Savings Plan (federal government’s 401k plan).

Conditions of Employment

All application information is subject to verification. Appointment to this position is provisional, contingent upon a background check. Retention depends on a favorable suitability determination after a full FBI background investigation. Background checks similarly to the initial check will be conducted every five years thereafter. All applicants must be U.S. citizens or be eligible to work in the United States. All appointments are subject to mandatory direct deposit of payroll checks.

How to Apply

Interested qualified applicants are asked to submit one PDF document that contains the cover letter, résumé, and a list of three professional references (with contact information) by sending an email to applications@tnmb.uscourts.gov, with the subject line Network Administrator II, no later than July 02, 2010.

An Application for Judicial Branch Federal Employment (AO Form 78), copies of college transcripts, and copies of recent performance evaluations (if available) will be requested of candidates invited to an interview.

Unsuccessful applicants will be notified by mail. Interviews will be scheduled by phone. **Do not contact the court to inquire about the status of any application or the reason for rejection.**

The U.S. Bankruptcy Court reserves the right, to modify the conditions of this job announcement, to withdraw the job announcement, and/or fill the position earlier than the closing date. Any such actions may occur without prior written notice. Participation in the interview process will be at the applicant’s own expense.

An Equal Opportunity Employer