



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

MARK A. NEAL
Clerk of Court

Thomas C. Kearns
Chief Deputy

www.mdb.uscourts.gov

**VACANCY ANNOUNCEMENT
SYSTEMS & NETWORK ADMINISTRATOR**

ANNOUNCEMENT NUMBER: 18-03

APPOINTMENT: Permanent, full-time.

LOCATION: Baltimore or Greenbelt,
Maryland

AREA OF CONSIDERATION: Open to all

OPENING DATE: March 22, 2018

CLOSING DATE: Open until filled. First preference will be given to qualified applicants whose applications are received by April 6, 2018

SALARY RANGE: CL28 (\$65,238 - \$106,012) with eight to eleven years of hands-on IT infrastructure experience. Promotion potential to CL29 (\$77,553 - \$126,097) without further competition.

CL29 (\$77,553 - \$126,097) with 12 to 15 years of hands-on IT infrastructure experience.

WHO WE ARE:

The mission of the United States Bankruptcy Court for the District of Maryland is to **“Promote social and economic order by reconciling the opportunity of debtors to a fresh start with the right of creditors to be paid.”** The Court’s agile and highly skilled Information Technology (IT) Division’s vision is to be **“Leaders in Innovation, Partners in Service, and Contributors to Justice.”** The court has seven active judges, three recalled judges, and a Clerk’s Office staff of over 50 employees. Additional information about the court is available on our website at www.mdb.uscourts.gov.

POSITION OVERVIEW:

We are seeking a senior multifaceted hands-on technologist to provide production support and engineering services in the following IT infrastructure areas:

- Linux Systems Administration, on premises and in the cloud.
- Database Server Administration.
- Storage Administration.
- Enterprise Hardware Support.
- Backup and Replication Management.
- Server and Desktop Virtualization.

- Network Administration.
- Application and Web Server Administration.
- Systems Programming and Scripting.
- Cybersecurity and IT Governance.

Prior experience working in and appreciation for a structured enterprise IT environment is paramount for success in this position.

REPRESENTATIVE DUTIES:

- Install and configure for optimal performance Linux-based OS. Create local and iSCSI based filesystems, and administer mount points. Install Linux kernel and distro libraries. Set up new and manage existing CRON jobs. Create and maintain user accounts and groups. Setup SAMBA and manage SMB services. Work with files and folders, s/FTP, and editors. Shell scripting for automation. Local disks RAID setup. High availability and load balancing. Networking Linux servers. Upgrade and patch all systems and the network.
- Perform Oracle database installation and upgrades. Perform Oracle database backups. Perform Oracle database performance tuning. Perform Oracle database troubleshooting. Perform Oracle database level security, including multi-tenant architecture. Perform Oracle instance level administration. Perform Oracle SQL scripting, including ability to work with data dictionary. Upgrade Informix databases. Perform Informix database startup/shutdown, including troubleshooting. Informix database file level and process level monitoring. Embed Informix SQL and 4GL commands into a shell (or other) script - as a batch. Write basic Informix SQL and 4GL - interactive session. Backup and replicate Informix databases. Perform basic Informix performance tuning.
- Plan disk capacity - including raw vs available determination. Set up primary storage appliances - disk groups, aggregates, volumes. Perform command line, including scripting and storage administration. Optimize volumes to run NAS vs SAN. Set up NAS permissions. Set up LUNs on SAN volumes. Set up target iSCSI devices. Set up snapshots, including retention policies. Troubleshoot and performance optimization. Network primary storage. Set up deduplication and thin provisioning.
- Rack and stack. Add/replace/remove server/appliance components – including network cards. Perform enterprise and network closet UPS support, including battery replacement. Perform cabling - fiber and copper - storage and appliance side. Replace disks. Administer blade servers, including shared components, such as virtual switches. Apply best practices in flash storage. Deploy and configure environmental controls - calculate and monitor temperature, humidity, power, and weight. Optimize server room/data center - including but not limited to rack placements and. Install and upgrade firmware. Perform EOL support - such as hardware removal and disk shredding
- Perform bare metal server backups. Create standard server images. Backup virtualized machines. Set up full, incremental, and differential backup schedules. Set up retention policies. Perform disk based backup architecture. NAS and SAN backups. Perform primary storage replication. Perform backup storage replication. Support tape backups (including VTL). Define and optimize recovery strategies, including COOP scenarios. Perform regular disaster recovery, media failure, and human error testing.

- Calculate technical specs required for a server, based on business need and estimated utilization. Perform virtual disk capacity planning. Install and configure virtual servers, including networking and file systems. Set up high availability and fault tolerance utilizing virtualization technologies. Utilize hypervisor commands / scripting language, in addition to GUI, to manage virtual servers. Perform guest-level performance tuning responsibility, and host-level performance. Participate in virtual infrastructure administration.
- Contribute to desktop side virtualization (VDI.) Apply advanced VDI concepts, such as shared pools, roaming profiles, and USB forwarding.
- Set up networking side of all servers, storage, and appliances. Provide network-side settings necessary for networking of all servers, storage, and appliances to Network Administrators. Set up VLANs (data and storage), and perform routing and switching tasks.
- Manage, including performance tuning, Linux based web and app servers. Manage N-tier architecture. Apply mastery in setting up Linux based environments for enterprise applications. Set up, upgrade and configure content management system core and modules as necessary. Tune performance of and troubleshoot enterprise applications.
- Program with PERL, including scripting and database interoperability. Program utilizing PYTHON language. Program with PHP, C/C++, Java, and/or other programming languages. Utilize source code control systems, IDEs, and collaborative applications development environments.
- Configure host firewalls. Setup traditional and next-gen firewalls, IPS, IDS, and content filtering. Generate and install certificates. Perform incident identification and mitigation. Enterprise logging for all assigned systems. Systems hardening for all assigned systems. Define and utilize enterprise architectures and standards. Apply IT Security frameworks/guidelines, such as Judiciary Information Security Framework, NIST, STIG, FISAM, and FISCAM. Work with highly sensitive, confidential, and/or otherwise privileged information. Work in a structured enterprise IT environment.
- Consult with and provide advice and guidance to judges, senior managers, and staff of the courts throughout the district on current and future IT infrastructure related services. Recommend strategies to judges, court management, and the user community to determine requirements for systems which support the mission of the court. Develop long term plans for the automation of manual processes, implementing state of the art technologies. Provide advice and guidance on technology purchases. Perform cost benefit analysis on all development projects.
- Explain, in non-technical terms, complex technical concepts to less technically sophisticated end users, and utilize their feedback to improve systems and operations.
- Maintain contact with other IT court personnel at different locations and levels to remain knowledgeable of developments, techniques, and user programs. Represent the district and circuit in judiciary-wide initiatives, meetings, and conferences. Manage execution of automation plans for major automated systems and establish training in system use and capabilities. Perform testing, establish procedures, and devise security systems for hardware, software, and data.
- Develop, implement, and manage large and small scale projects from inception to delivery, including developing complex project plans, thorough design plans, and detailed time lines. Ensure adequate resources are available, coordinate and lead project

meetings, and ensure projects are delivered on time and within the confines of the project budget. Monitor, review, and analyze internal controls to ensure IT infrastructure projects meet or exceed established controls and separation of duties.

- Perform other related duties as required.

QUALIFICATIONS:

Eight to 15 years of hands-on IT infrastructure experience spanning across at least two mission critical enterprise environments. Hands-on experience in and thorough understanding of all ten IT infrastructure areas listed above in this vacancy announcement. Recognized expert level knowledge in at least five of the ten IT infrastructure areas described above. A college degree from an accredited institution and immediate familiarity with the representative duties described in this Vacancy Announcement.

PREFERRED QUALIFICATIONS:

Prior Federal Government experience, either as an active service member, employee or on-site contractor is preferred. An advanced technical degree from an accredited institution is strongly preferred.

BENEFITS:

Judicial Branch employees are "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching) as well as participation in the Federal Employees Retirement System, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Funds Transfer (EFT) for payroll deposit is required.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the successful completion of the background investigation and a favorable suitability determination. Duties require working during non-business hours. Regular travel between court divisions is required. Physical effort may be involved in moving and lifting moderately heavy items and during installing or troubleshooting IT infrastructure equipment.

HOW TO APPLY:

All interested persons must submit a **single** PDF containing:

- Cover letter (please indicate whether you prefer to work in the Baltimore or Greenbelt Division, or whether you would accept assignment to either Division);
- Resume;
- Completed AO 78 Application Form, which may be obtained at www.mdb.uscourts.gov;
- Copies of the two most recent performance evaluations; and

- The names and contact information for three professional references. Please note that by submitting the references, the applicant consents to those references being contacted.

Application packages must be emailed to Jobs@mdb.uscourts.gov (please include "Systems & Network Admin" in the subject line). **Please note that applications that are not submitted as a single PDF or are incomplete will not be considered.**

Interview travel expenses and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees," which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time, any of which actions may occur without any prior written or other notice. Please be aware that due to the volume of applications received, only candidates selected for an interview will be contacted.

THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER