



United States Court of Federal Claims

717 Madison Place NW
Washington, DC 20005

POSITION VACANCY

Announcement Number:	CFC-2015-03-IT
Position Title:	Web Administrator
Open Date:	June 15, 2015
Close Date:	July 10, 2015
Type of Appointment / Position:	Permanent / High Sensitive
Grade / Salary Range:	CL-27 (\$50,962 – \$82,862) CL-28 (\$61,084 – \$99,319) CL level will be determined based on experience.
Duty Location:	Washington, DC (conveniently located across from the White House and Lafayette Park, one block from McPherson Square Metro)
Who May Apply:	U.S. Citizens (or persons eligible to work in the United States)

Position Overview and Representative Duties:

The United States Court of Federal Claims is seeking to fill a Web Administrator position in the court's Office of Information Technology located in the National Courts Building, 717 Madison Place, NW, Washington, DC.

The Incumbent is responsible for the development and continuing maintenance of the court's internal and external websites in a manner that is consistent with the court's vision, mission, and end-user needs. The Web Administrator may serve as a project manager for web based IT projects and may assign and track the work of other project team members.

No relocation expenses will be paid.

General Experience:

The candidate must have IT experience developing and maintaining websites utilizing the Drupal content management system, HTML, Javascript, CSS, and other common tools. The candidate will also be responsible for the operation and maintenance of the Red Hat Server platform and underlying MySQL database supporting the website. The ideal candidate will also have experience creating and manipulating graphic images. Significant hands-on experience with the administration and debugging of applications running in the aforementioned web environment, including performance/availability issues, system events, and remediation of vulnerabilities. The candidate must have a high level understanding of web architecture and concepts, and the ability to identify issues relating to applications running under these systems. The candidate should also have an innate sense of follow-through, team spirit, and professional responsibility for the quality of his or her work.

- Create images and other graphic content for websites as needed.
- Provides technical support of the court's web sites, including managing the server, database, as well as content via the Drupal content management system.

- Assists with design, creation, and maintenance of all court web sites and pages using established web technologies and programming languages.
- Coordinate all web development efforts, analyzing user needs and software requirements. Determine feasibility of design within time and cost constraints for new or revised web pages or application access.
- Work closely with court unit and chambers staff to identify and define web site content and perform conversions of existing information into web format. Convert end user processes and procedures into a more intuitive form. Use multi-media, graphic software, and other tools to redesign information into a more understandable form for web dissemination.
- Analyze and assess the existing web structures, requirements, and technological developments to ensure full performance of the web sites.
- Confer with end users, both internal and external, to position the court for current and future web technologies.

Work within AO policies and guidelines for Internet and Intranet sites, along with other federal guidelines and requirements. IT experience in federal courts, law firms, or other legal environments is highly desirable, as is training in or a working knowledge of any of the following areas: Windows 7, VMWare View, Lotus Notes, Android smartphones, Apple iPhones and iPads, Linux systems, network management, virus protection, VPNs, video conferencing, electronic evidence presentation equipment, SQL Server, and other areas relevant to the position.

The successful candidate will be a self-starter who is detail-oriented. Candidate must be highly organized and tactful, possess good judgment, poise and initiative, and maintain a professional appearance and demeanor at all times. Candidate must have strong prioritizing and problem-solving skills, solid communication skills (written & oral), and be able to communicate effectively with persons both inside and outside the court. A demonstrated ability to work harmoniously with others in a team environment and to exhibit a professional manner at all times is essential.

Required Qualifications:

To qualify at the CL 27 level: One year of specialized experience equivalent to work at CL-26.

To qualify at the CL 28 level: One year of specialized experience equivalent to work at CL-27.

Preferred Qualifications:

The Court requires the candidate to have a Bachelor=s degree in Computer Science or a related field. Five (5) years of specialized experience which demonstrates working knowledge, skills, and abilities to successfully perform the duties of the Web Administrator may be substituted for the degree requirement.

Benefits:

10 holidays • 13-26 days annual leave (increases with service) • 13 days sick leave • Federal Employees Retirement System • Thrift Savings Plan • Commuter Benefit Program/Metro Transit Subsidy Program • Flexible Spending Accounts • Insurance available for health, dental, vision, life, and long-term care.

How to Apply:

Ensure that your application package contains the following required documents:

- **Cover Letter** (include the Announcement Number and the position title and address your qualifications relating to the duties and responsibilities of this position);
- **Resume**;
- **Form AO78 Federal Judiciary Application Form** which can be found at: www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf;
- **Three (3) business/professional references** with name, affiliation, and contact information;

- **Salary History** for prior three (3) years;
- If a current Federal Civilian Employee, your **latest Personnel Evaluation** and your **latest SF-50**; and,
- If a current or recently discharged or retired military member, your **latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.**
- All documents must be in PDF format and are to be E-mailed. Zip files and faxes will not be accepted.

Send the application package in an Adobe PDF format to: uscfcjobs@ao.uscourts.gov. Please include the Title and Job Announcement Number in the subject line.

What to Expect Next

- The court will conduct an evaluation of each applicant's qualifications and materials after receipt of a complete application package.
- Applicants selected for an interview will be contacted. Interviews may commence immediately.
- The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which actions may occur without prior written or other notice.
- This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply.
- All appointments are subject to a full background check including an FBI Fingerprint Background Check, as well as periodic reinvestigation.
- If offered employment, such employment shall be provisional pending our receipt of the results of a mandatory Fingerprint and Background Investigation. Until the background investigation is satisfactorily completed, we may only hire you provisionally. The provisional nature of your hiring, however, will not affect your start date, salary, or other benefits.
- No phone calls please. Only those candidates selected for interview will be contacted.

An Equal Opportunity Employer