



MARK B. BUSBY
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

Eureka-McKinleyville Division
3140 Boeing Avenue
McKinleyville, CA 95519

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Director of Information Technology

Salary Range:

CL 30 \$125,768 - \$197,200*

CL 31 \$147,932 - \$197,200*

*Depending Upon Qualifications and Experience

Location: San Francisco

Opening Date: January 28, 2026

Closing Date: February 18, 2026

Whether launching or continuing a career in public service, the U.S. District Court for the Northern District of California offers a unique and rewarding opportunity. With competitive salaries and benefits, plus the chance to work with colleagues committed to fulfilling the important mission of administering justice fairly, efficiently, and effectively, this is an ideal environment for those passionate about public service. This position, Director of Information Technology (IT), provides an excellent opportunity to advance a career in federal court service.

POSITION OVERVIEW

The Director of IT is an integral member of the Clerk's Office senior management team and serves as a senior leader overseeing the IT staff in the Information Technology department. The Director is responsible for planning, acquiring, operating, and maintaining all technology systems, equipment, and networks within the district's four divisional offices. The ideal candidate will join the court at a transformational time and will possess excellent leadership, customer service, communication, and organizational skills to support the court's use of technology to accomplish its business needs. The official duty station is San Francisco. This position will report directly to the Clerk of Court.

Representative Duties

- Manage, develop, support, and mentor staff in the IT Department by assigning and reviewing work, evaluating performance, and prioritizing projects.
- Advise the Clerk of Court and senior management team in all aspects of technology needs, objectives, and capabilities, including anticipation of future opportunities and potential issues.
- Work closely with the Clerk of Court to develop and implement both short and long-range technology improvement plans which include consideration of unit needs, objectives and capabilities, emerging technologies, and national initiatives to advance the court's IT systems, operations, and networks, including anticipation of future requirements and issues.
- Establish, maintain, review, and regularly update written policies and procedures, as required.

- Provide advice on matters of IT security, including security strategy and implementation, to the Judges, Clerk of Court, and the senior management team.
- Support and maintain the Data Communications Network (DCN), Local Area Network (LAN), various communication systems, web-based services, case management systems, productivity software, and other operational and administrative applications and systems.
- Ensure excellent customer support to end users in a Microsoft environment.
- Oversee all activities required to support courtroom audio/video systems.
- Develop budget justifications for systems equipment, upgrades, and general technology operations, and monitor all expenditures.
- Manage the information technology Continuity of Operations Plan (COOP) and ensure annual testing and plan updates.
- Meets regularly with the Judges, Clerk of Court, the senior management team, other courts, circuit partners, the Administrative Office of the US Courts, and vendors to determine IT needs, provide recommendations and maintain relationships.
- Travel to the divisional offices is required.
- Performs other duties as assigned.

QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree in information technology, management information systems, or similar field of study.
- A minimum of six (6) years of progressively responsible professional IT experience, and at least three (3) years in a leadership role that demonstrates the ability to bring about strategic change, lead people, meet established goals and objectives, and build coalitions internally and with external agencies.
- Positive attitude, forward-thinking, and the ability to produce high-quality results by applying technical knowledge, analyzing problems, and calculating risk.
- Experience working with people at all organizational levels; effective oral and written communication skills with a keen interest in delivering excellent customer service and great attention to detail.

Preferred Qualifications

- Experience working in the federal judiciary or a state judiciary.
- A master's degree in a relevant field of study.
- Experience working with Agile and JIRA.
- Comp TIA, CISSP, ITIL or similar certifications.

COMPENSATION AND BENEFITS

Compensation will be based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee group health insurance, life insurance, dental/vision insurance, and flexible benefits. The Court values a healthy work-life balance and offers flexible work schedules and opportunities for telework.

INFORMATION FOR APPLICANTS

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior written or other notice.

The successful candidate for this position will be subject to an FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), adhere to a code of conduct, and be subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non-Citizens and Making Offers of Future Employment: Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship.

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

Applicants with disabilities: If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit at 415-522-2147. Determinations on such requests will be made on a case-by-case basis.

APPLICATION PROCEDURE

To apply, complete the online application at www.governmentjobs.com/careers/uscourtsand and upload a resume and cover letter in Word or PDF format where requested. Only highly qualified applicants will be invited for an interview. The first-round interviews will be conducted either in person at our San Francisco courthouse or remotely, depending on candidates' preference and availability. For candidates who progress to the second round, please note that these interviews will be in-person at our San Francisco courthouse. The candidates will cover all travel expenses for the in-person interviews.