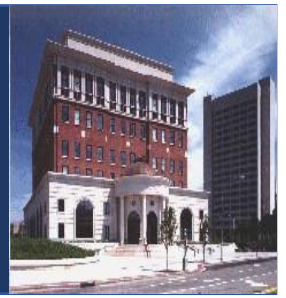




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**Position:** Web Administrator/Programmer

**Class Level:** CL-27

**Vacancy No.** 22-20R

**Salary Range:** \$61,564 – \$100,056  
(Depending on qualifications & experience)

**Location:** 500 Pearl Street, New York

**Opening Date:** June 24, 2022

**Term:** Permanent

**Closing Date:** July 15, 2022

## BENEFITS:

- Paid Annual & Sick Leave
- Paid Holidays
- Employer subsidized Health Insurance
- Group Life Insurance
- Supplemental Vision/Dental Insurance
- Retirement Benefits Plan (FERS)
- Thrift Savings Plan (TSP)
- Flexible Spending Accounts
- Transit Subsidy Program (pursuant to eligibility requirements)
- Pre-tax benefit programs

**\*This position is eligible for telework on an as need basis.**

**DUTIES AND RESPONSIBILITIES:** The Web Administrator/Programmer is responsible for overseeing 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 incumbent is responsible for the support of application software and takes a lead role involving software development with multiple platforms, such as [Drupal, Apache, HTML, SharePoint]. Successful candidates must have thorough knowledge, experience and skill in Drupal. The Web Administrator/Programmer manages and deploys databases using SQL Server, develops complex project plans, and manages resources to ensure that projects are completed on time, and within budget. The Web Administrator/Programmer must possess exceptional customer service skills, and be able to effectively work with judges, chambers staff, court staff and public users. Must be available/willing to work on periodic after-hours maintenance windows.

The Web Administrator/Programmer manages all technical support of the court's web sites, including underlying tree structures to multiple internal web sites, web pages, and/or applications. Oversees and coordinates the work performed by other IT staff, or contract personnel, involved with web development. The incumbent develops, operates, and maintains all court web sites and pages using established web technologies and programming languages. Coordinates all web development efforts, analyzing user needs and software requirements. The incumbent determines feasibility of design within time and cost constraints for new or revised web pages or application access. Works closely with court units and chambers staff to identify and define web site content and performs conversions of existing information into web format. The incumbent converts end user processes and procedures into a more intuitive form. Uses multi-media, graphic software, and other tools to redesign information into a more understandable form for web dissemination.

The Web Administrator/Programmer is responsible for developing web-based applications and databases using Open Database Connectivity and client/server techniques. Analyzes and assess the existing web structures, requirements, and technological developments to ensure full performance of the web sites. Develops policies and procedures, priorities, goals, and long-range objectives

## CONDITIONS OF

**EMPLOYMENT:** Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. All new hires must be vaccinated against COVID-19 as a condition of employment; exemptions/reasonable accommodations for medical/religious reasons may be provided on case-by-case basis prior to starting employment. Requests for exemptions will only be accepted once an offer of employment has been made. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

\*All internal applicants will receive an email confirming receipt of their application. If confirmation is not received within two days after the vacancy closes, please contact Human Resources.

regarding technical support of the Court's web program. The incumbent provides input to budget formulation on the technical components and resource requirements of the web program. Manages work within budget parameters and work within AO policies, and guidelines for Internet and Intranet sites, along with other federal guidelines, and requirements. Perform other duties as required.

**REQUIRED QUALIFICATIONS:** To be considered for this position you must be a high school graduate, or equivalent. To qualify for the CL-27 level, you must have two years of specialized experience, or completion of the requirements for a bachelor's degree from an accredited college or university and one of the following. Overall "B" grade point average, standing in upper third of the class, 3.5 minimum average in field of study or completion of one year of graduate study (18 semester or 27 quarter hours) in an accredited university in a field closely related to the subject matter of this position. \* Internal applicants who are permanent employees must be in their current position for one year to apply.

**REQUIRED SKILLS:** In addition to excellent leadership and interpersonal skills, successful candidates must have a thorough knowledge and skill. Thorough knowledge and skill in the use of applicable programming languages, database, and web application design methodology. **Minimum of 2-3 years of Drupal experience, development and administration.** Knowledge of computer systems and networks, including skill in determining causes of operating errors. Skill in generating or adapting programs and technology to serve user needs. Skill in web site structure, design, and layout which enhances productivity and usability. Skill in documenting web design structure and programming code. Thorough knowledge and expertise in programming languages and application design. Knowledge of and skill in using current information technology applications and capabilities. Knowledge of and skill in identifying complex problems and reviewing alternatives. Expert knowledge of relational database theory and DBI layer. Knowledge of installation and configuration of application database servers. Skill and ability to break down complex projects into manageable components. Ability to design, develop, and modify computer programs for court needs. Advanced ability to utilize an IDE for development, testing, and debugging of software. Ability to install, configure, and utilize multiple operating systems. Ability to design, engineer, maintain, and support application programs for multiple platforms.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience providing support of application software development with multiple platforms such as: Drupal, Apache, and Html, and experience with managing and deploying databases using SQL Server, develops complex project plans, and manages resources. \*Specialized work experience attained in other governmental and private sector positions may be creditable, but that experience must be evaluated to determine whether the level of experience is equivalent to work at the specified CL. All internal applicants requesting review of work experience outside the federal judiciary as part of the qualification process, please contact Human Resources.

**APPLICATION PROCEDURE:** To be considered for this position, please submit your resume detailing your education and work experience along with a cover letter. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. Only applications submitted via email will be accepted. It is preferred for the application to be submitted in a single PDF document, and for candidates to include the vacancy number and position title in the subject field of the email containing the application. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered. Please submit your application to:

**[Personnel@nysd.uscourts.gov](mailto:Personnel@nysd.uscourts.gov)**



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**EQUAL OPPORTUNITY EMPLOYER**

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