

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



VACANCY ANNOUNCEMENT

Position Title: Information Technology Project Manager

Vacancy #: CAFC-26-15

Closing Date: July 24, 2026

Grade/Salary: CL 28 (\$81,906 – \$133,178)
CL 29 (\$97,419 – \$158,334)
Promotion to the CL 29 may occur without further posting or competition. Salary determined by qualifications and experience as outlined below under "Required Qualifications"

Position Location: U.S. Court of Appeals for the Federal Circuit
717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please visit our [public website](#).

Position Overview

The Information Technology (IT) Project Manager provides direct project, program, and strategic support to the Assistant Circuit Executive for Information Technology, extending the Assistant Circuit Executive's capacity to plan, deliver, and oversee the Office's initiatives. The incumbent manages cross-functional IT projects from initiation through closure, develops the Office's project management practices and tools, leads the implementation of IT service management practices consistent with the ITIL 4 framework, and provides analytical support for IT strategic planning, portfolio management, and technology investment decisions. The position serves as the bridge between the Information Technology Office and the Circuit Executive's Office, aligning IT projects and strategic initiatives with the court's strategic plan, performance measurement framework, process improvement program, and risk and audit functions through coordination with the offices that own them. The position reports to the Assistant Circuit Executive for Information Technology and is located in the Information Technology Office.

Representative duties are intended to illustrate the major duties and responsibilities that are performed by this position. Representative duties may be adjusted, and additional duties may be added, based on the operational needs of the court. Responsibilities of the Information Technology Office may include but will not be limited to:

- **IT Project and Program Management:** Manage assigned IT projects from initiation through closure using established project management methodologies. Develop comprehensive project plans and coordinate activities across IT teams, court units, and external parties. Manage project

schedules, facilitate risk management and change control, and coordinate user acceptance testing and implementation. Report project status to the Assistant Circuit Executive and other leadership, and escalate issues appropriately. Develop and maintain standardized project management practices, templates, and tools for use across the Office. Maintain the Office's project and initiative portfolio, tracking progress and surfacing matters that require the Assistant Circuit Executive's attention. Coordinate with Financial and Data Services to track project expenditures against allocations and prepare spending forecasts. Coordinate with Procurement and Contracting Services on vendor management for active projects under the court's delegated procurement authority. Conduct post-implementation reviews to confirm that completed projects delivered their intended benefits, and capture lessons learned to inform subsequent work. Organize project archives and maintain the associated knowledge repository.

- **IT Performance Management and Process Support:** Lead the implementation of IT service management practices consistent with the ITIL 4 framework as a defined, multi-year program, beginning with maturity assessment and target-state design and proceeding to phased rollout in subsequent years against a defined maturity target. Drive adoption across the Office and transition each practice to the responsible IT manager for steady-state operation as it matures, coordinating the practitioner training those managers require to operate it. Develop and maintain process documentation, standard operating procedures, workflows, and work instructions for IT service delivery, including for the management practices of change enablement, incident management, problem management, and service request management. Support the Office's adherence to applicable standards and policies, including ISO/IEC service management and information security standards, applicable judiciary information technology and security requirements, and Administrative Office technology policy. Maintain awareness of the applicable standard set, monitor Administrative Office policy updates, and communicate significant changes to IT staff. Identify adherence gaps and support remediation. Support process improvement for IT-enabled processes, coordinating with the Quality and Compliance Analyst on any improvement that reaches court-wide operations. Supply project, process, and adherence information to the Circuit Executive's Office to support risk management and audit readiness; independent assessment of the Office remains with that function. Security accreditation and authorization decisions remain with the information security function within the network and systems group; this position does not perform security accreditation or authorization.
- **IT Strategic Planning and Business Analysis:** Provide analytical support for IT strategic planning by researching options, conducting feasibility analysis, and preparing recommendations for the Assistant Circuit Executive and IT leadership. Research emerging technologies, evaluate system integration approaches and interoperability implications, and prepare options and recommendations for leadership consideration. Develop business cases for technology investments, including cost-benefit analysis and feasibility assessment. Conduct business analysis for major IT initiatives by interviewing subject-matter contacts, documenting current-state and future-state workflows, and identifying requirements. Translate operational needs into technical specifications and functional requirements. Support vendor evaluation by developing technical requirements documentation, evaluation criteria, and requirements traceability. Support IT governance and portfolio review by preparing materials, analyzing service delivery metrics, and documenting decisions. Track progress on strategic initiatives and prepare status reports for IT leadership.
- **Executive Coordination:** Serve as the working-level bridge between the Information Technology Office and the Circuit Executive's Office. Align IT projects and strategic initiatives with the court's strategic plan through coordination with the Strategic Planning and Policy Analyst, who owns the enterprise plan. Coordinate performance measurement with Financial and Data Services, so that

IT service metrics inform the balanced scorecard the Analyst owns. Coordinate process improvement reaching court-wide operations with the Court's Process Improvement Program. Support the Circuit Executive's Office risk-management and audit-readiness function by supplying project and strategic information, with monitoring and assessment retained by that office. Prepare briefing materials, decision papers, and portfolio and governance packages for the Assistant Circuit Executive. Prepare the consolidated view of the IT project and initiative portfolio, with status and options, from which the court's executive team sets priorities and determines technology demand intake. Provide staff support to any IT advisory group the court establishes. Represent the Assistant Circuit Executive in working-level coordination forums, carrying the Office's positions, gathering information, and reporting back; the incumbent does not approve, direct other units with binding effect, or decide on the Assistant Circuit Executive's behalf.

- **General Responsibilities:** Communicate and respond to judges, chambers staff, and management requests regarding court operations. Answer procedural questions for judges, staff, and the public. Communicate clearly and effectively, both orally and in writing, to explain complex operational matters to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing quality service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Develop, implement, and maintain written procedures for assigned functions. Comply with the Guide to Judiciary Policy, applicable Administrative Office policies and procedures, internal controls guidelines, and all local policies and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

Education

Candidates must, at minimum, possess a bachelor's degree from an accredited college or university.

Specialized Experience

- **CL 28:** A minimum of three (3) years of progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties responsibly.
- **CL 29:** A minimum of four (4) years of progressively responsible experience in or closely related to the position's work that has provided the particular knowledge, skills, and abilities to perform the position's duties responsibly.

Required Competencies

- Knowledge of project management, quality management, and process improvement practices and tools
- Ability to be flexible and adapt to unanticipated needs and problems and to manage multiple tasks and priorities, often with conflicting deadlines
- Experience managing multiple priorities in a fast-paced environment
- Strong strategic planning and implementation skills
- Ability to build consensus among diverse stakeholders
- Exceptional oral and written communication abilities
- Experience presenting to executive leadership

- Knowledge of and experience with SharePoint Online, Microsoft Office 365, and Adobe Acrobat

Preferred Qualifications

- Knowledge of federal and local rules, policies, and procedures related to information technology
- Knowledge of lean management or Six Sigma methodologies
- Prior IT experience within the Federal Judiciary or other federal government agency

Application Process and Information

To be considered application packages must include:

1. Cover letter (no more than two pages) describing the knowledge, skills, abilities, and/or experience that qualify the applicant for this position.
2. Résumé outlining educational background, employment history, and other relevant information.
3. List of two professional references, including name, title, and contact information.
4. Completed online AO-78, Federal Judicial Branch Application for Employment.

Once your cover letter and résumé (items 1-2) are ready in PDF format, use the link below to submit your files, provide your references (item 3) and complete the online AO-78 (item 4): <https://www.ondemandassessment.com/o/JB-G7M7NAFNA/landing?u=116354>

Applicants who require an exception to the online application process may contact Human Resources at hr@cafc.uscourts.gov. **Please note: applications submitted directly to this email address will not be reviewed.**

Benefits Information

The candidate selected for this position will be eligible for a generous federal employee benefits package, including:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits (health, dental and vision), Federal Employees Group Life Insurance, and the Flexible Benefits Program.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the terms of the ([PSLF](#)) program.

For more benefit information visit the [Judiciary's Benefits Page](#).

Additional Information

Only those applicants selected for an interview will be contacted. For in-person interviews, candidates must travel at their own expense. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The position will report to downtown Washington, DC; limited telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will appointees. Federal civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Applicants must be a U.S. citizen or otherwise eligible to work in the United States. Non-citizens may be interviewed and considered but will receive employment offers only if they qualify under an exception in 8 U.S.C. § 1324b(a)(3)(B). Under that provision, a lawful permanent resident seeking citizenship may not apply until having held permanent resident status for at least five years (three years if seeking naturalization as the spouse of a U.S. citizen); once eligible, the individual must apply for citizenship within six months and complete the process within two years of applying (absent delays caused by application processors). Non-citizens who have not held permanent resident status for five years must execute an affidavit affirming their intent to apply for citizenship once eligible.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.