

UNITED STATES PROBATION OFFICE

EXTERNAL VACANCY ANNOUNCEMENT No. 2012-03

POSITION TITLE:	ADMINISTRATIVE MANAGER
SALARY RANGE:	CL 28 with potential to a CL 29, CL30 (without further competition)
LOCATION:	Las Vegas, Nevada
NUMBER OF POSITIONS:	One
OPENING DATE:	February 10, 2012
CLOSING DATE:	March 9, 2012

Introduction

The United States Probation Office is seeking a highly motivated and career-minded individual with a strong work ethic, unquestioned integrity, a positive attitude, and demonstrated experience to serve as Administrative Manager. This is a key senior management level position. Under the direction of the Chief Probation Officer, the incumbent is responsible for the general business and administrative functions of the U. S. Probation Office. The successful candidate will be able to demonstrate technical proficiency in the areas of budget planning, preparation, and execution, procurement management, human resources, resources/inventory management, and space and facilities management.

Representative Duties

Under the direction of the Chief Probation Officer, the Administrative Manager:

- Serves as a liaison to the Administrative Office on matters pertaining to budget, personnel, and procurement.
- Oversees the preparation of the annual budget call by verifying budget data.
- Prepares and coordinates financial appeals, supplemental requests, or justifications as necessary.
- Oversees the review of allotments to ensure allocations are accurate.

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- In conjunction with the Chief Probation Officer, coordinates and prepares the annual spending plan and monitors ongoing revisions throughout the year to ensure availability and proper accounting of funds.
- Recommends or takes action on reprogramming between budget object codes when funds are needed to cover increases in obligations.
- Oversees, coordinates, and monitors the day-to-day areas of record keeping, Financial Accounting System for Tomorrow (FAS₄T) entries and updates, and voucher payment activities ensuring the use of sound principles of accounting.
- Monitors and tracks obligations and expenditures throughout the execution phase of the annual operating budget. Verifies that obligations and expenditures are in accordance with the spending plan and regulatory controls are within amounts programmed.
- Prepares complex financial and statistical reports related to budgetary obligations, expenditures, and projections for same. Prepares and submits all reports required by the AO, either electronically or manually, to the appropriate office in a consistent and timely manner.
- Adheres to the Internal Control Procedures and the Internal Operating Procedures in monitoring and executing the budget. Maintains a Budget Organization Plan that documents procedures related to the management, planning, formulation, and execution of the budget.
- Performs the day-to-day management functions within the FAS₄T accounting system. Reviews vouchers for payment of appropriated and non-appropriated funds. Maintains and monitors the Personnel Projection System (PPS) used to project salaries. Performs bi-weekly reconciliation process.
- Performs projections related to salary expenditures and obligations. Reliably advises unit executives, and judges, on staffing, costs and cost projections, and related issues which achieve unit goals.
- Serves as the Administrative Point of Contact for the travel and purchase card programs ensuring that all spending in these areas adhere to the policies of the credit card vendor.
- Provides direct oversight and management of the personnel and procurement functions of the office.
- Along with the Chief Probation Officer, develops, administers, and monitors a system of internal controls to assure proper methods and procedures are followed in monitoring the execution of the budget, periodically updating the court unit's internal controls manual and budget organization plan as necessary.
- Serves as the contracting officer and assists with the contracting and budget activity of specialist officers responsible for allocating law enforcement funds in drug and alcohol treatment, mental health treatment, and location monitoring.

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- Acts as a Level 3 Certifying Officer and makes sure that staff in the office are properly certified in Level 1 and Level 2 training in the Contracting Officer Certification Program (COCP) as well as ensuring that Infoweb is updated as the certifications are completed.
- Audits all financial functions, including personnel and property inventories on a cyclical basis, ensuring compliance with rules, regulations, and statutes governing budget transactions, and submits written findings and recommendations to the Chief Probation Officer.
- Maintains liaison with the District Court financial administrators.
- Maintains liaison with the U. S. Marshal's Service.
- Maintains liaison with the General Services Administration and private sector vendors.
- Assists the Chief Probation Officer and other managers in the areas of long-range planning and annual reporting.
- Coordinates new construction, renovation, and repair projects, and coordinates moves in the main or satellite offices, if needed.
- Oversees and coordinates the preparation and maintenance of inventories on all furniture and equipment. Makes recommendations based on research and record keeping regarding maintenance contracts.
- Oversees and monitors all areas of Human Resources, such as staffing, personnel action preparations and submissions, and Personnel Payroll System record keeping and utilization.
- Provides supervisory oversight of assigned administrative staff. Assumes responsibility for the quantity and quality of the work performed, evaluates performance, and approves time and attendance.
- Manages, maintains, and secures officer badges/credentials for current and retired officers.
- Plays an essential role in management. Is able to provide continued assistance and assessment of current office practices, policies, and procedures. Provides valuable input in the formulation, assessment, and implementation of necessary office practices, procedures, and policies. Keeps the Probation Office's Policy and Procedure Manual up-to-date.
- Prepares statistical summaries, reports, and data for departmental use, as well as for the Administrative Office, Judges, and other agencies.
- Assists with information technology planning as it relates to administrative systems.
- Performs other duties that may be assigned by the Chief Probation Officer.

Mandatory Qualifications:

A minimum of two years of progressively responsible, successful, and substantive budget, financial, human resources, procurement, and space and facilities administration experience is required.

Educational Qualifications:

Completion of a Bachelor's Degree from an accredited college or university in a field of academic study, such as, Accounting, Economics, Finance, Human Resources Management, Business Management which provides evidence of the capacity to understand and apply the requirements and skills needed for this position is preferred.

Court Preferred Qualifications:

Professional recognition through certification or licenser, such as Certified Public Accounts (CPA). Applied knowledge working with financial, budget and human resources software programs. Specific experience working with Judiciary programs such as FAS₄T, PPS, and InfoWeb is a plus. Experience in the federal judiciary is preferred.

Job Requirements:

Thorough knowledge of Probation Office administrative functions, i.e., personnel, budget, and procurement operations as outlined in the Guide to Judiciary Policies and Procedures, and other Administrative Office publications and directives. Broad knowledge of the theories and principles of management. Thorough knowledge of accounting practices and procedures, and laws and regulations relating to appropriateness of payments. Thorough knowledge of all aspects of human resource management in such areas of staffing, classification, compensation, and benefits as outlined in the Human Resources Manual and the Guide to Judiciary Policies and Procedures and other Administrative Office bulletins. Thorough knowledge of government procurement policies and procedures. Thorough knowledge of record-keeping requirements in the budget, personnel, procurement, and inventory areas. Ability to communicate effectively, both verbally and in writing, with a variety of people and maintain strict confidentiality. Ability to analyze organizational functions, requirements, interrelationships, and ability to develop recommendations for improvements. Working knowledge of budget, personnel, inventory, and procurement software.

Scope and Effect of Work:

The incumbent has overall responsibility for the management of budget formulation and monitoring, procurement, and human resources practices and policies. Adhering to financial, operational and personnel guidelines and regulations are critical to efficient functioning of the court unit and in meeting the requirements of the office. The incumbent works regularly with the Chief Probation

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Officer, managers, supervisors, and specialists, and with all other employees in the office, to determine and respond to fiscal, staffing, consumable supplies, furniture, and equipment needs. The incumbent works with the Chief Probation Officer to manage the financial and administrative operations of the office. Outside the unit, regular contacts are made with other administrative, budgetary, personnel, and property and procurement specialists and managers from other court units, and with the Administrative Office and other courts, giving and receiving information and guidance.

Specialized Experience:

The issues handled are varied with many features, each with its own set of rules and procedures, which require a good deal of analysis and interpretation to arrive at a good solution or the best answer. Balancing the competing needs within the office, with the available personnel, equipment, supplies, and resources can be difficult and stressful. The incumbent must be efficient and economical in the evaluation and allocation of resources. The incumbent must be able to deal with multiple problems in several areas at any given time.

Desirable Characteristics:

As substantial personal contact with Judicial Officers, staff, the public, and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite on a regular basis. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

Pre-Employment Requirements and Conditions of Employment:

As part of the recruitment process, final candidates for the position will undergo a background investigation completed by the U. S. Probation Office. Fingerprints will be taken; a criminal records check with law enforcement agencies and a credit check will be conducted. The candidate's past job performance and professional/personal conduct will be reviewed and considered. The final candidate may be appointed provisionally.

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The investigation includes a fingerprint check through the FBI, as well as a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees are required to adhere to a Code of Conduct.

By statute, employees must be citizens of the United States or of countries with which the United States has a mutual defense treaty. Employees are required to adhere to the Code of Conduct for Judiciary Employees. The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

Benefits:

Benefits include participation in the Federal Employees' Retirement System, Social Security, Federal Employee Health Benefits, Federal Employees' Life Insurance, Thrift Savings Plan with an employer match, long-term disability insurance, medical and dependent care reimbursement plans, paid holidays, and accrued annual and sick leave.

Additional Information:

Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed. The Federal Financial Management Reform Act of 1994 (Title V, Section 402, Section 333.2) requires direct deposit of federal wages.

Application Process:

Applicants should submit an original and three (3) copies of each of the following: Resume, cover letter, a Form AO78, Application for Judicial Branch Federal Employment¹, last two (2) performance evaluations (if available), transcripts, and a memorandum (no longer than two pages) highlighting your knowledge, skills, experience, and ability to effectively perform the duties required for this position. **Applications must be received no later than 5:00 p.m. PST, on Friday, March 9, 2012.**

ADDRESS:

United States Probation Office
Attn: Christopher Hansen, Chief Probation Officer
300 Las Vegas Boulevard South, Suite 1200
Las Vegas, Nevada 89101-5813

Only qualified applicants will be considered for this position. Due to the volume of applications, the U. S. Probation Office will only communicate with those individuals who will be invited for personal interviews, which will be held in Las Vegas, Nevada. The U. S. Probation Office reserves the right to amend or withdraw this announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select from the original qualified applicant pool.

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¹ Available at www.uscourts.gov or by clicking here
<http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>