

**The United States District Court
Southern District of Florida
Notice of Vacancy**

Position: Administrative Manager
Announcement No: 2017–CLK–03
Location: Miami, Florida
Salary Range: \$71,495 – \$116,235(CL 29) Depending on experience and qualifications
Opening Date: October 31, 2016
Closing Date: Open until filled, with first review beginning November 15, 2016

Position Overview:

The Administrative Manager performs professional and managerial work related to multiple administrative functions; such as budget, CJA, restitution, administrative office support, and/or statistical activities. The incumbent primarily directs supervisors, analysts and technical personnel performing high level, very specialized functions and ensures compliance with the appropriate guidelines, policies, and approved internal controls.

Representative Duties:

- Oversee administrative office functions. Communicate with and advise supervisors, managers, and unit executives on applicable administrative matters, procedures, and practices. Identify and/or recognize administrative areas needing improvement. Design and develop effective solutions to problems and manage appropriate procedures for accomplishing objectives. Demonstrate commitment to quality by developing clear and thorough administrative policies, practices, and standards. Participate in or lead court unit strategic planning process and routinely monitor initiatives. Ensure administrative tasks and services are performed in support of court unit objectives. Provide actionable recommendations for alternative organizational structures.
- Manage the annual budget in a decentralized budgeting environment and remain current on program requirements, updates, and changes. Advise managers, unit executives, and judges on staffing, costs and cost projections, and related issues. Manage and provide oversight for special projects to meet project goals and deadlines. Review and approve administrative service documents such as professional documents, budgets, purchase orders, etc., and monitor compliance with guidelines and requirements. Coordinate all requests for funding from the Administrative Office and keep an accounting of all monies expended on these requests. Review Clerk's Office requisitions and confer with requesting persons regarding items to be purchased.
- Make assignments in terms of areas of continuing responsibility for the processing of CJA vouchers for attorneys and experts approved by the judicial officials for the United States District Court for the Southern District of Florida. Perform secondary reviewing of all CJA vouchers (CJA 20, 21, 30 and 31) audited by the Clerk's Office. Complete the CJA payment cycle by processing the approved CJA vouchers through the AO's CJA Payment System.
- Oversee the accounting of all monies processed by the court for restitution matters. This includes the analysis of how and when restitution funds are to be distributed and the timely distribution of those funds to the appropriate victims.
- Serve as a certifying officer for the Clerk's Office by completing the payment cycle through the processing of appropriated and non-appropriated funds in the court's financial systems.
- Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs. Comply with the Guide to Judiciary Policy, applicable Administrative

Office policies and procedures, and internal controls guidelines. 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.

- Direct, develop, and mentor supervisory staff involved in administrative service activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Provide direction to the team, conduct staff meetings, provide relevant information, and delegate projects and work fairly and consistently. Oversee work projects and processes and provide guidance as required.
- Communicate clearly and effectively, both orally and in writing, to explain complex administrative concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, supervisors, and court staff, while maintaining confidentiality.
- Perform other related duties or special projects, as assigned.

Qualification Requirements:

To qualify for the Administrative Manager position, the candidate must possess at least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- skill in developing the interpersonal work relationships needed to lead a team of employees,
- the ability to exercise mature judgment, and
- thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to various court administrative programs, policies, and procedures, such as budgeting, accounting, procurement and similar administrative functions within the court unit.

Candidate must have demonstrated an understanding and proficiency in the use of automated equipment including word processing, spreadsheet, and database applications; as well as applicable automated systems, websites and other computer based systems used by the court unit to research and process information and transactions.

Preferred Qualifications/Court Preferred Skills:

- Bachelor's degree from an accredited four year college or university in financial management, public administration, accounting, or a related field is highly desired.
- A Master's degree in business administration is preferred.
- Excellent ability to work effectively with judges, court management staff and maintain a professional demeanor at all times.
- Strong written and oral communication skills.
- Federal court experience or in a government setting is preferred.

Organizational Relationship:

This position is assigned to the Clerk's Office, U.S. District Court, Southern District of Florida, and reports to the Chief Deputy • Administration.

Employee Benefits:

Employees of the United States District Court are excepted appointments and are considered at-will judicial employees and subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply. Court employees are entitled to the same benefits as other Federal Government employees such as:

- Accrue paid 13 days of paid vacation for the first three calendar years
- Ten paid national holidays per calendar year
- Participation in a pre-tax Federal Employees Health Insurance Program
- Participation in a Group Life Insurance, Long Term Care Insurance, Long Term Disability Program
- Participation in a pre-tax Flexible Spending Account
- Participation in a Retirement Program with investments opportunities through the Thrift Savings Plan

For more information on working for the federal courts, please visit www.uscourts.gov/Careers.aspx

Background Investigation:

This is a High sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years.

How to Apply:

Qualified applicants should submit the following documents electronically in PDF (preferred), or in Word format noting the Announcement Number **2017-CLK-03** in the subject line, and email to: flsd_hrmail@flsd.uscourts.gov

- Cover letter
- AO 78 – Federal Judiciary Branch Application for Employment
- Resume detailing years of specialized experience, including dates of employment, salary history, and email address.

Please do not copy/paste your resume into the email.

If you do not follow all application requirements, your application will not be considered.

The court will screen all applications and the best qualified applicants will be invited for personal interviews.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on the top candidates.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case by case basis.

United States District Court – Human Resources
400 North Miami Avenue, Room 08S72, Miami, FL 33128
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.
Applicants must be a United States citizen or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER