



**Office of the Circuit Executive
United States Courts for the Ninth Circuit
San Francisco, California**

Job Announcement 15-03

Position:	Educational Programs Administrator
Location:	San Francisco, CA
Classification Level/Salary:	CL-28/29 (\$65,798 - \$127,223) Depending on qualifications
Closing Date:	February 12, 2015 (<i>or until position is filled</i>)

Organization

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council (pursuant to 28 U.S.C. § 332), a governing board of federal judges with jurisdiction over the federal courts in nine western states, Guam, and the Northern Mariana Islands; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; and (4) the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States. Incumbent works under the supervision and review of the Assistant Circuit Executive (ACE) for Judicial Conference and Education who provides support to the educational programs of the Pacific Islands Committee of the Ninth Circuit Judicial Council. The Committee is composed of circuit and district judges who meet regularly to keep abreast of developments and to make suggestions for improvement in the administration of justice in six Pacific islands in which the federal judiciary has continuing responsibilities or interests. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ca9.uscourts.gov>.

Duties and Responsibilities

1. Drafts, analyzes, and interprets policy, implements policy guidelines, responds to requests for information and provides advice to the Pacific Islands Committee, which implements, facilitates and supports educational programs for the Federated States of Micronesia, the Republic of the Marshall Islands, Guam, the Northern Mariana Islands, Palau and American Samoa.
2. Manages, coordinates, and evaluates the delivery of judicial education programs and other court administration and technical training for law trained judges, non-law trained judges, lawyers and court staff in the specified islands and at other circuit meetings and conferences. Advises on substantive content and presentation methods for training a diverse audience.
3. Monitors all expenditures, collects, reviews, and analyzes data concerning program effectiveness and outcomes for the Pacific Islands Committee, the specified islands, the Administrative Office of the U.S. Courts and the Department of the Interior.
4. Manages the implementation and funding of two Department of the Interior grants and drafts an annual report on behalf of the Pacific Islands Committee.
5. Incumbent coordinates and sets educational priorities and prepares agendas and reports as requested by the Pacific Judicial Council, the primary education planning organization.
6. Administers and coordinates a clearinghouse of state, federal and independent contractors to augment judicial education resources on and off the islands.
7. Develops systems with island-based resources to organize logistics for meetings, conferences, and education programs to meet all requirements.
8. Educates speakers about the cultural, operational, and training needs of the specified islands.

Education/Experience Requirements

At least five years of experience in managing, consulting, or administering education and training programs, including planning and coordinating meetings and designing education and training programs. An advanced degree in a subject matter related to instructional development or public administration is highly desired.

Desirable qualifications, knowledge, skills, and abilities

- Excellent research, writing, and oral communication skills.

- Expert knowledge of designing, procuring, delivering and evaluating training materials and educational programs. Knowledge of adult education theories and practices.
- Ability to provide “culturally sensitive” programs and to collaborate with all levels of judicial officers, staff, managers, and education providers.
- Knowledge of contract administration, budgeting, federal and judiciary budget guidelines and policies, including program design, evaluation, assessment and outcome studies. Skill in preparing and analyzing budgets, financial and statistical reports.
- Ability to research, locate and train appropriate faculty and initiate multiple education and training projects based on recommendations of judges and court executives.
- Ability to plan, manage, coordinate and evaluate conferences, meetings, and training programs.
- Skill in interpersonal communications, including the ability to use tact and diplomacy in dealing effectively with all levels of managers, staff, judicial officers, and education providers.
- Skill in organizing information, managing time and multiple work assignments effectively, including prioritizing and meeting tight deadlines.
- Skill in the use of automated equipment including word processing, spreadsheet and database applications, financial systems (Excel), accounting applications and various other types of software. Skill in the use of audio/visual technology and meeting (e.g., webinar) technology.

Benefits

Employees of the United States Courts are not covered by the Office of Personnel Management’s civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- 10 holidays per year; 13 days of sick leave per year; 13 days of vacation leave for the first three years, increasing to 20 days after 3 years and 26 days after 15 years
- Choice of a variety of **federal health insurance** programs with a government contribution. Health premiums are deducted as pre-tax dollars
- Optional **life insurance** program with a government contribution
- Optional participation in **vision, dental, and disability insurance** program
- Optional participation in **Flexible Spending Program** - Pre-tax contributions for health, dependant care, and transportation expenses
- Optional participation in **Long Term Care Insurance** available to employees and to eligible family members
- Mandatory participation in the Federal Employees Retirement System with small employee contribution. Full social security coverage is provided
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)
- Public transportation subsidy (dependent on fiscal year funding)
- Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits

Conditions of Employment

- Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen immediately following meeting the eligibility requirements.
- Selected applicants are hired provisionally pending the results of a background investigation and fingerprinting.
- This position is subject to electronic deposit of salary payment.
- Positions with the U.S. Courts are “excepted service” positions. Employees are “at will.”
- No relocation expenses are permitted.
- Periodic travel required.

Application Information

Only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, and salary history **as a single PDF file** by e-mail to Personnel@ce9.uscourts.gov, by fax to (415) 355-8901, or by mail to:

**Office of the Circuit Executive
United States Courts for the Ninth Circuit
Attention: Education Programs Administrator Recruitment
P.O. Box 193939
San Francisco, California 94119-3939**

Government franked envelopes may not be used to send resumes or applications.

The United States Courts are EQUAL OPPORTUNITY EMPLOYERS.