



## U.S. COURT OF APPEALS FOR THE NINTH CIRCUIT

### VACANCY ANNOUNCEMENT

---

<b>POSITION:</b>	<b>Administrative Manager</b>
<b>LOCATION:</b>	San Francisco, CA
<b>CLASSIFICATION LEVEL/SALARY:</b>	CL 31 (\$109,880 - \$158,700) <i>Depending on experience, salary, and qualifications.</i>
<b>CLOSING DATE:</b>	Open until filled <i>Priority given to applications received by November 9, 2015</i>

---

#### POSITION OVERVIEW

The Administrative Manager reports directly to the Clerk of Court and manages a variety of administrative services essential to the operation of the Clerk's Office. These services include: Accounting, Audit, Budget, Procurement, Asset Management, Space and Facilities, Security and other general administrative functions.

---

#### REPRESENTATIVE DUTIES

- Manages the financial, audit, budgetary, procurement, fixed assets, space and facilities, and general administrative functions of the Clerk's Office and the staff members who perform those functions; implements the policies and procedures established by the Clerk.
- Coordinates, prepares and submits the annual budget request; verifies specific needs and justifications; monitors budget; prepares budget reports to manage the budget; prepares the annual spending plan for review by the Clerk; determines the need for supplemental budget requests; handles day-to-day budget-related questions; approves the reprogramming of funds and ensures that proper documentation is maintained; serves as liaison between the Court of Appeals, the Administrative Office and other court units regarding budgetary issues.
- Supervises Accounts Receivable and Payable.
- Updates the Internal Controls Manual.
- Serves as liaison to the Administrative Office of the U.S. Courts, other courts, and federal agencies regarding administrative functions.
- Performs and/or directs annual internal audits; coordinates with the Administrative Office to perform the cyclical financial audit.
- Approves purchasing activities and ensures compliance with procurement rules and regulations. Negotiates and monitors contracts, including service agreements.
- Provides close oversight of space and facilities projects and resolves issues related to allocation, maintenance, repair and enhancement of existing court space, as well as design and construction of new court facilities.

- Meets with judges, court staff and building management regarding space and facility needs; disseminates building management information; oversees emergency procedures and communications.
- Reviews and improves general work environment; manages projects to update equipment, furniture and physical layout to better meet the current and projected requirements.
- Manages circuit-wide projects to coordinate policies and procedures among court units and implement new accounting systems and upgrades.
- Serves as liaison to U.S. Marshals and Court Security Officers.

---

## **MINIMUM REQUIREMENTS**

- Successful candidates must demonstrate a minimum of six years of progressively responsible management experience in the areas of accounting, budget, procurement and space and facilities. At least three of the six years experience must have been in a position of substantial senior management responsibility, preferably in public or judicial administration.

---

## **PREFERRED QUALIFICATIONS**

- BA Degree required; MBA or CPA preferred.
- Court administrative experience is desirable but not required.
- Ability to communicate effectively orally and in writing.
- Proficiency in Excel and business software.
- Strong organizational leadership skills, including problem solving and conflict resolution.
- Experience developing innovative solutions to facilitate organizational change.
- Demonstrated ability to successfully resolve personnel matters.

---

## **BENEFITS**

- Vacation time accrues at a rate of 13 days per year the first three years; increasing with tenure.
- Sick days accrue up to 13 per year; 10 holidays.
- Choice of a variety of employer-subsidized federal health and life insurance plans. Dental and vision coverage available. Flexible spending account program. Optional long-term care insurance.
- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K, with employer matching).
- Onsite gym and café.
- Mass transit subsidy (budget dependent).

---

## **CONDITIONS OF EMPLOYMENT**

Must be a U.S. citizen or a permanent resident in the process of applying for citizenship. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a background investigation and fingerprinting. Employees are subject to *The Judicial Code of Conduct*. Direct deposit of pay required. The U.S. Court of Appeals is an Equal Opportunity Employer.

---

## **ABOUT THE COURT**

The Ninth Circuit Court of Appeals is one of 12 regional federal courts. Circuit courts hear appeals from the

district (trial) courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in San Francisco with courthouses in Pasadena, Seattle and Portland, the Court serves nine western states, Guam and the Mariana Islands. The San Francisco courthouse is conveniently located one block from the Civic Center BART/Muni station. For more information about the Ninth Circuit Court of Appeals, please visit: <http://www.ca9.uscourts.gov>

---

## **TO APPLY**

Please submit a resume with a detailed cover letter which clearly demonstrates why you are the best candidate for this position: [admin@ca9.uscourts.gov](mailto:admin@ca9.uscourts.gov). Applicants are expected to provide three professional references upon request.

To ensure consideration, please submit these materials by **November 9, 2015**. Due to the volume of applications received, only candidates selected for an interview will be contacted. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.