

# UNITED STATES DISTRICT COURT

NORTHERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

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April 14, 2016

## ADMINISTRATIVE MANAGER VACANCY ANNOUNCEMENT JOB CODE: 16-DA0414ADM

POSITION: Administrative Manager

STATUS: Regular Full-Time

SALARY RANGE: \$111,453 - \$160,300 (CL 31/01 - CL 31/61)

CLOSING DATE: April 21, 2016

LOCATION: San Francisco, California

The Northern District of California United States Probation Office is seeking qualified applicants for the position of Administrative Manager. This individual performs professional and managerial work related to multiple administrative functions such as administrative office support, human resources, procurement, space and facilities, finance, budget, information technology, and/or statistical activities. The Administrative Manager primarily directs supervisors and ensures compliance with the appropriate guidelines, policies, and approved internal controls.

### REPRESENTATIVE DUTIES (not all inclusive):

Direct, develop, and mentor supervisory staff involved in administrative service activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions.

Participate in or lead court unit strategic planning process and routinely monitor initiatives. Provide actionable recommendations for alternative organizational structures. Design and develop effective solutions to problems and ensure administrative tasks and services are performed in support of court unit objectives. Demonstrate commitment to quality by developing clear and thorough administrative policies, practices, and standards.

Manage the annual budget in a decentralized budgeting environment and remain current on program requirements, updates, and changes. Advise managers, the unit executive, and judges on staffing, costs and cost projections, and related issues. Oversee purchasing activities and ensure activities are in compliance with procurement rules and regulations. Monitor contracts and ensure compliance with terms that best meet office requirements and needs. Ensure the accurate preparation of financial reports.

Oversee human resources programs, including benefits administration, payroll, classification and compensation, position management, performance management, and staffing. Develop, implement, and provide guidance on human resources policies, procedures, and standards. Make appropriate program recommendations to managers, the unit executive, and judges as necessary to achieve unit performance standards and goals. Identify performance issues that are impediments to the court's mission and implement solutions to address each issue. Ensure the maintenance of employee records and documentation.

Oversee the management of automated systems within the court, including operation, coordination, automation training, and integration of automation equipment, telecommunications, and operational/support technology. Develop and implement both short-term and long-range automation improvement plans which include consideration of unit needs, objectives, and capabilities, including anticipation of future requirements and problems. Plan, manage, and control information technology budgets, expenditures, and property and equipment procurement activities in consultation with senior management.

Direct space planning and utilization projects and ensure facilities and real property is maintained according to federal and contract standards.

Oversee the development of strategic training plans that align with the court's goals and mission. Assess training needs by analyzing and prioritizing unit requirements, difficulties, and knowledge gaps, and respond to training requests identified by managers and the unit executive. Manage court funds allocated for court training programs and formulate annual budget estimates for court training activities. Provide advice and recommendations to managers, the unit executive, and judges on training needs.

Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs.

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 while maintaining confidentiality.

#### MINIMUM QUALIFICATIONS:

Applicants must have a minimum of three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience. Qualified experience must include at least one year of experience at or equivalent to CL-30. This progressively responsible experience will have provided opportunities to demonstrate (1) skill in developing the interpersonal work relationships needed to lead a team of employees, (2) ability to exercise mature judgment, and (3) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the agency.

#### PREFERRED QUALIFICATIONS:

Possession of a Bachelor's Degree. Demonstrated leadership qualities, including strategic thinking, creativity, flexibility, vision, and integrity. A proven track record of helping employees maximize their potential and fostering high ethical standards in meeting an organization's vision,

mission, and goals. Skill in problem-solving and conflict resolution. Excellent communication skills. General knowledge of the criminal justice system and probation/parole processes and procedures. Experience working in a federal government or federal court environment.

**APPLICATION INSTRUCTIONS:**

Employment is subject to background investigation and verification of information supplied. Applicants must submit a current resume and letter of interest including an outline of their skills and experience. **Applicants must include the Job Code from the job posting in their letters of interest.** In addition, applicants must complete and submit the Application For Judicial Branch Federal Employment (AO 78), along with their official college transcripts, as applicable. Form AO 78 (the Application) is available at: [www.canp.uscourts.gov](http://www.canp.uscourts.gov) on the Employment Page. In order to be able to save the completed AO 78 Application, you must have either Adobe Acrobat Standard or Adobe Acrobat Professional because having only Adobe Acrobat Reader will not permit you to save it. As an alternative, you may scan the completed application or save it as .jpg (JPEG picture file) or .tif (TIFF picture file) for electronic transmission. Please complete and submit only the current version of the Application (AO 78 (10/09)). Previous versions and all other federal employment applications will not be accepted.

Application materials will not be considered complete until all of the items listed above have been received by Human Resources. Illegible or incomplete or partially completed application materials will not be considered. Do not submit the same application materials more than once. **Completed application materials must be received on or before April 21, 2016 by close of business (5:00 p.m. PST).** It is required that you submit your application materials via e-mail to: [Frank\\_Ting@canp.uscourts.gov](mailto:Frank_Ting@canp.uscourts.gov). The only exception is that official college transcripts can be mailed to the address listed below. All other application materials received by mail, fax, or any other means other than by e-mail to [Frank\\_Ting@canp.uscourts.gov](mailto:Frank_Ting@canp.uscourts.gov) will not be considered.

**U.S. Probation Office  
Northern District of California  
Attn. Human Resources  
P.O. Box 36057  
San Francisco, CA 94102**

Applicants must be U.S. citizens or be eligible to work in the United States. Only applicants who are interviewed in person will receive a response regarding their application status.

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health benefits and life insurance, disability insurance and long-term care, retirement benefits, and a tax-deferred savings plan. Participation in the interview process is at the applicant's own expense. Relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

**THE UNITED STATES PROBATION OFFICE FOR THE NORTHERN DISTRICT OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER**