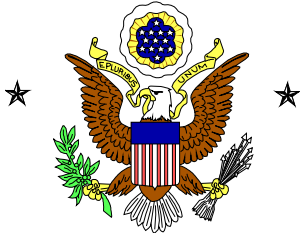


UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA

www.vaed.uscourts.gov



JOB OPPORTUNITY NUMBER: FY23-007

POSITION: Administrative Manager

**LOCATION: Alexandria, VA
(will consider Norfolk or Richmond duty stations)**

Opening Date: February 2, 2023

**Closing Date: Open Until Filled
(Applications received by 2/27/23
will receive first consideration)**

**CPS GRADE & STARTING SALARY: CL-30 (\$94,253 - \$172,099)
Actual starting salary dependent on qualifications and duty station.**

POSITION OVERVIEW

The Administrative Manager is a senior-level, professional, managerial position responsible for the day-to-day administration, supervision, and overall management of the administrative departments of the Clerk's Office. Direct reports include managers of the following departments: budget and finance, space/facilities and procurement, and human resources. During the initial onboarding, the Administrative Manager will report directly to the Clerk of Court; however, the position will ultimately report to the Chief Deputy Clerk of Court. The Administrative Manager serves as a member of the Clerk's Office Management Team which includes a total of ten managers and supervisors, in addition to the Clerk of Court, Chief Deputy Clerk of Court, and Director of IT. The Administrative Manager operates with a high degree of independence, within the policy directives of the Court, Clerk, and Chief Deputy.

The United States District Court for the Eastern District of Virginia has staffed offices in Alexandria, Newport News, Norfolk, and Richmond. The Clerk's Office is comprised of 95 employees who support eleven district judgeships, nine senior judges, nine full-time magistrate judges, and one recalled magistrate judge. Travel to the divisional offices is required.

DUTIES AND RESPONSIBILITIES

Directly manages and supervises assigned functional areas, including but not limited to budget, finance, space and facilities, procurement, human resources, and other departments to be determined by the Clerk of Court.

Provides leadership to supervisors of assigned responsibilities and the administrative staff district wide through coaching, mentoring, feedback, providing resources, facilitating communication, and fostering teamwork.

Establishes standards, prepares performance evaluations for direct reports, coordinates staff efforts, and monitors and ensures timely compliance with deadlines.

Advises the Clerk and Chief Deputy on matters affecting the reporting units as well as the functioning of the entire Clerk's Office, including guidance on judiciary policy, explanations of processes, and potential consequences.

Proposes, develops, communicates, and evaluates administrative policies and procedures to enhance the productivity and effectiveness of the Clerk's Office, including but not limited to performance management, strategic planning, training, space and facility needs, long-range space planning, internal controls, and emergency preparedness.

Develops organizational goals and objectives, priorities, and deadlines, and identifies needed areas of change.

Supervises the reporting and accounting of all money received in and processed through the district including filing fees, fines and restitution payments, registry deposits, cash bonds, appropriated funds, and non-appropriated funds.

Supervises preparation and submission of financial and budget reports and plans relating to all aspects of the Court's fiscal operations.

Acts as certifying officer for dispersal of funds including payments of appropriated funds, under the direction of the Clerk.

Interprets and applies the appropriate statutes, rules, and operating procedures, including the *Guide to Judiciary Policy* and local internal policies and controls.

Acts as a liaison and interacts with the Administrative Office, Federal Judicial Center, other courts, court units, the bar, government agencies, judges, and the public to resolve complex issues.

Performs other duties, special projects and assignments as needed for the Clerk and Chief Deputy.

QUALIFICATIONS

The successful candidate will be a mature, ethical leader and motivator who possesses excellent judgment, integrity, and tact. He or she will be highly motivated, articulate, organized and able to clearly describe their leadership style, vision, and values. The successful candidate will show initiative, have proven experience in promoting and inspiring a culture of high performance and continuous improvement, and always maintain a professional appearance and demeanor.

Required Qualifications:

- A minimum of six years employment experience that includes at least three years of substantial and progressively responsible management experience in a court or similar environment that provided an opportunity to gain strong human relations skills, the ability to exercise sound judgment, and a thorough knowledge of the basic concepts, principles, and theories of human resource and organizational management;
- Proven experience in strategic planning, and project management functions in a medium to large organization;
- Proven experience in managing three or more of the following functions: budget, finance, procurement, space and facilities, and human resources;
- A thorough understanding of using and implementing automated financial, procurement, and human resources management systems;
- A performance history that demonstrates outstanding interpersonal, problem solving, conflict resolution, and organizational leadership skills;
- Excellent oral and written communication skills;
- Experience in proposing and implementing innovative solutions to workplace challenges to facilitate organizational change;
- Strong analytical and project management abilities;
- Ability to balance the demands of varying workload responsibilities and deadlines;
- Proficiency in key business software applications such as Word, Excel, and PowerPoint; and,
- A demonstrated commitment to developing a supportive and harmonious team environment.

Preferred Qualifications:

- Federal or state court administration experience;
- Experience with federal court automated financial and administrative management systems; and,
- Experience managing multiple offices in different geographic locations.

EDUCATION

A minimum of a bachelor's degree in business, human resources, finance, criminal justice, management, behavioral science, political science, court or public administration, or related discipline appropriate to this position is required. Completion of a postgraduate degree in public, business, or court administration is preferred and may be substituted for one year of the required experience.

BENEFITS

Benefits include 13-26 days of annual leave, 13 days of sick leave, and 11 paid holidays per year, immediate matching contributions in the Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (health, dental, vision, life, disability, and long-term care). Free parking is provided for this position. Participation in the Transit Subsidy Program is also available to employees in the Alexandria division.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are **at will** and can be terminated with or without cause by the Court.

APPLICATION INFORMATION

Interested applicants must submit a cover letter, a detailed resume, an Application for Federal Judicial Branch Employment (located under Related links on the Employment page of our website), and a list of professional references. Additionally, a written response to the following questions, not to exceed two pages per question:

- 1) Why are you applying for this position?
- 2) Describe how your experience and abilities in the areas of space and facilities, finance, budget, procurement, and human resources qualify you for this position.
- 3) What is your strategy or approach for managing, leading, and communicating with staff? Include your views on motivating staff, performance standards, quality control, and implementing change.
- 4) What aspects of your current job are most difficult for you, and why?
- 5) Provide an example of a challenging managerial issue that you encountered. How did you resolve the issue?
- 6) Please share your views on coaching, mentoring, staff development, and succession planning, including your personal experiences.
- 7) Who is, or was, your role model, and why?

To ensure priority consideration, applications must be received by **February 27, 2023**. Email completed applications packages as a single PDF to jobbox5@vaed.uscourts.gov Only applicants selected for an interview will be notified.

The United States District Court is an Equal Opportunity Employer.