



VACANCY ANNOUNCEMENT

UNITED STATES DISTRICT COURT WESTERN DISTRICT OF PENNSYLVANIA

Address: Joseph F. Weis Jr. Courthouse
700 Grant Street, Suite 3110
Pittsburgh, PA 15219

Website: www.pawd.uscourts.gov



Position: Administrative Manager
Vacancy: 20-10
Duty Station: Pittsburgh, Pennsylvania
Salary: CL 29-30 (\$75,147 - 144,327)

commensurate with experience and qualifications

(If hired at CL-29, promotion potential to the next grade level exists without further competition, based on performance, and at the discretion of the Clerk of Court.)

Overview

The Administrative Manager manages and oversees all facets of the administrative services section, including budget, finance, property and procurement, space and facilities, court contracts, and internal controls. The incumbent supervises support positions in the area of finance, property and procurement, and space and facilities.

Representative Duties

- Oversees the formulation and preparation of the annual budget. Monitors the long-range budget plan for the current fiscal year and beyond. Makes budget-related recommendations to management regarding funding levels for various programs.
- Works closely with the Human Resources department to project personnel costs, payroll expenditures for current and future fiscal years, reconcile pay period costs and prepare scenario analyses for decision-making.
- Develops and monitors spending plans. Prepares justifications and requests for supplemental funding allotments.
- Oversees and manages day-to-day operations of all financial functions, including the safekeeping, depositing, accounting and reporting of monies received by the court.
- Prepares and oversees the preparation of the status of funds and other recurring reports of obligations and expenditures.
- Creates visual reports from the Court's accounting system and other spreadsheet tools that convey complicated financial information to non-financial users.
- Enters allotments and processes reprogramming in the court's financial accounting system.
- Oversees and manages the procurement of all court supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts in accordance with all government procurement requirements.

How to Apply

Apply only through the court's online application tracking system which is accessed at the Employment Section (Court Info) of the Western District of Pennsylvania website: [Click here](#)

Please submit the following: a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; a narrative statement (1) explaining your management style or philosophy; (2) describing the most complex project for which you were responsible, including its planning and execution; and (3) detailing how your experience relates to the requirements and preferred qualifications of this vacancy announcement making you qualified for this position and a completed Application for Judicial Branch Federal Employment, AO78, which can be downloaded when applying or [Click here](#)

Applicants will receive an email confirmation upon receipt. Incomplete applications will not be considered.

Only candidates selected for testing and interview will be notified and must travel at their own expense. Relocation expenses will not be reimbursed.

Important Dates

Opening: 10/29/2020

Closing: Open until filled. Preference will be given to those applications received by November 20, 2020.

District Overview

The District's jurisdiction encompasses the 25 western counties of Pennsylvania, with courthouses located in Erie, Johnstown and Pittsburgh. The District is comprised of United States District Judges, United States Senior District Judges, United States Magistrate Judges and approximately 165 employees.

- Oversees the inventory listing of property and conducts inventory reconciliations.
- Develops guidelines and controls to ensure the integrity and security of court finances and physical assets.
- Develops and conducts internal management reviews and audits.
- Devises and implements administrative and managerial structures, system methods processes, programs and procedures in order to improve the efficiency of the administrative services section and to safeguard public assets.
- Supervises and evaluates administrative support personnel. Assigns, coordinates, and establishes performance expectations and work requirements for staff.
- Counsels staff in the development of procedures for streamlining work functions and increasing the quality, efficiency, and productivity of their respective work area.
- Coaches staff to enhance performance and expand skills; provides opportunities for development and ensure that staff receives adequate training.
- Cultivates a network of professional contacts within the federal judiciary and the private sector to remain informed on better practices and technical advances.
- Perform other duties as assigned.

Minimum Qualifications

- 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 the judiciary unit involved; and
- At least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered (*i.e.*, CL-28)

Preferred Qualifications

- Completion of a Bachelor's degree or higher from an accredited college or university in accounting or related field
- Hold a Certified Public Accounting (CPA) license or otherwise be qualified to obtain the credential
- Familiarity with accounting systems and safeguards, and ability to use Excel and other spreadsheets solutions to analyze and display data to non-financial users
- Working knowledge of federal procurement programming
- Knowledge of quality management principles, procurement, budget, contracts and strategic planning
- Oversees the physical and financial assets of the Court, including overseeing periodic inventories of accountable property
- Ability to maintain strict confidentiality, demonstrate sound judgment, and handle sensitive materials
- Proven ability to think independently and work cooperatively in an office environment
- Excellent communication skills, both orally and in writing. Exhibit the highest standards of excellence, integrity, and

customer service, and display at all times and to all persons, a courteous, professional and cooperative attitude

- Proven presentation and training skills in both individual and group settings
- Excellent interpersonal and customer skills
- Familiarity and history with incorporating software applications to further support and advance operations in an efficiency manner
- Familiarity and history with engaging in conflict resolution and management

Organizational Relationship

This position is assigned to the Clerk's Office and currently reports to the Chief Deputy Clerk.

Benefits

Employees are eligible for a full range of benefits to include retirement, health and life insurance, flexible benefits, long-term care insurance, paid holidays, and annual and sick leave accrual. [Click here](#) for additional information.

Background Investigation

The selected candidate will be subject to a mandatory full background investigation that includes an FBI fingerprint check as a condition of employment. Subsequent background investigations will be required every five years. The selected candidate will be hired provisionally pending the successful completion of the required background investigation and favorable employment suitability determination.

Applicant Information

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are required to use electronic funds transfer for payroll

deposit. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, and/or to commence interviews immediately, any of which may occur without prior written or other notice. In the event a position becomes vacant in a similar classification within a reasonable time from the original announcement, the Clerk of Court may select an appointee from the candidates who responded to the initial announcement without posting the vacancy.

The United States District Court, Western District of Pennsylvania is an Equal Opportunity Employer.