Office of Human Resources
U.S. District Court, U.S. Probation, U.S. Pretrial Services
Western District of Texas
727 E. Cesar Chavez Blvd., Suite A-403
San Antonio, Texas 78206

Human Resources

Position: Administrative Manager – Job # USPO 17-06
Opening Date: November 29, 2016
Closing Date: December 9, 2016
Starting Salary: Up to CL-30
Location: San Antonio, Texas

Position Available to Current Federal Judiciary Employees Only

The United States Probation Office for the Western District of Texas is currently accepting applications for the position of Administrative Manager. The incumbent is a member of the management team who performs professional and managerial work related to supervision and oversight of a full range of administrative functions and duties, which encompass administrative support, procurement, budget, space and facilities, travel management, and any other administrative areas as deemed appropriate. The Administrative Manager directs specialists and ensures compliance with the appropriate guidelines, policies, and approved internal controls as well as overseeing a full range of district-level administrative duties. The incumbent provides leadership, coordination, and guidance on all administrative functions in a team based environment.

REPRESENTATIVE DUTIES:

- Direct, develop, and mentor staff involved in administrative service activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Provide direction to the team, conduct staff meetings, provide relevant information, and delegate projects and work fairly and consistently. Oversee work projects and processes and provide guidance as required.
- Oversee administrative functions. Communicate with and advise unit executives, managers, and supervisors on applicable administrative matters, procedures, and practices. Identify and/or recognize administrative areas needing improvement. Design and develop effective solutions to problems and manage appropriate procedures for accomplishing objectives. Demonstrate commitment to quality by developing clear and thorough administrative policies, practices, and standards. Participate in or lead court unit strategic planning process and routinely monitor initiatives. Ensure administrative tasks and services are performed in support of the agency's objectives.
- Work with senior management to manage the annual budget in a decentralized budgeting environment and remain current on program requirements, updates, and changes. Advise unit executives and managers on staffing, costs and cost projections, and related issues. Manage and provide oversight for special projects to meet project goals and deadlines. Oversee purchasing activities and ensure activities are in compliance with procurement rules and regulations. Ensure the accurate reconciliation of receipts and direct preparation of financial reports. Monitor contracts and ensure compliance with terms that best meet office requirements and needs. Oversee the preparation of necessary renewal of service agreements. Review and approve administrative service documents such as professional documents, budgets, purchase orders, etc., and monitor compliance with guidelines and requirements.
- Work with space and facilities staff on projects, including creating project budgets, project schedules, preparing project scope to guide specifications, etc.
- Participate in the development of strategic plans that align with the agency's goals, mission, and objectives.
- Research and analyze data, prepare comprehensive reports, and develop and implement programs.
- Comply with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, and internal controls guidelines. Adhere to procurement procedures, policies, and guidelines. Abide by the *Code of Conduct for Judicial Employees* and demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Communicate clearly and effectively, both orally and in writing, to explain complex administrative services concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.

QUALIFICATIONS:

The incumbent must have excellent leadership and human relations skills; the ability to exercise sound judgment; and a thorough knowledge of the concepts, principles, and theories of management. Prospective candidates must have a minimum of 3 years of progressively responsible administrative and managerial experience, which must be specialized experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management, and strong computer skills. The successful candidate will be a mature leader who possesses excellent judgment, integrity, and tact, is highly motivated, shows initiative, is a good steward of resources, is highly organized, and maintains a professional appearance and demeanor at all times. Incumbent must be available for overnight travel.

HIGHLY PREFERRED QUALIFICATIONS:

- A bachelor's degree
- Knowledge of the managerial policies applicable to various court administrative programs, policies, and procedures such as budgeting, accounting, procurement, space and facilities and similar administrative functions within the unit
- A thorough understanding of using and implementing automated financial, and procurement management systems
- Proven ability to assume and delegate responsibility
- Proven ability to work effectively and to continually look for efficiencies in overseeing the department
- Proven ability to manage and work with staff and management
- Proven ability to communicate clearly, both verbally and in writing with all levels within the organization and other agencies
- Knowledge and ability to organize, oversee, and complete projects
- Knowledge of financial terminology and processes
- Extremely detail-oriented and organized
- Present a professional demeanor
- Strong leadership skills with the ability to effectively coach, develop, direct and manage a skilled, service-oriented staff and cultivate a harmonious team environment
- Proficiency in key business software applications like Word, Excel, and PowerPoint
- Able to balance the demands of varying workload responsibilities and deadlines

APPLICATION PROCEDURE:

Qualified candidates may apply by e-mailing a cover letter (include job title/number listed above), detailed resume, salary history, personal e-mail address, and a daytime phone number as a single .pdf document to:
TXWRecruitment@txwd.uscourts.gov

Applicants will be contacted via email, please include a working email address with your submission.
No late applications will be considered.

The Court is not authorized to reimburse travel expenses for interviews or relocation. This position is subject to mandatory electronic direct deposit of salary payments. Please note the best qualified candidates will be tested to determine level of skill/knowledge and final candidates will undergo a fingerprint, credit, and background check.

The United States Probation Office is an Equal Opportunity Employer