

# United States Probation District of Vermont

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**Career Opportunity #:** 2015-01

**Position Title:** Administrative Manager  
Full time Permanent (FTP), Excepted Service

**Location:** Burlington, VT

**Classification Level:** Court Personnel System, CL 28 through CL 30\*

**Starting Salary:** \$55,579 to \$97,657 annually depending on qualifications

**Posting date:** October 31, 2014

**Closing date:** Open until filled. Preference will be given to packets received by Monday, December 1, 2014

**Area of Consideration:** Nationwide

**\*This position has promotion potential without further competition up to CL-30**

The Administrative Manager performs professional and managerial work related to multiple administrative functions such as: administrative office support, finance, procurement, budget, property management, human resources, space and facilities, continuity planning and/or statistical activities. The incumbent will supervise support staff, ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

## ***DUTIES AND RESPONSIBILITIES:***

- **Financial Responsibilities.** The Administrative Manager functions as the financial manager and as such prepares and manages the annual budget and spending plan in a decentralized budgeting environment and remains current on program requirements, updates, and changes. Prepares, updates, and analyzes budget records and other ad hoc reports. Maintains oversight of funding allotments and associated spending and makes recommendations and appropriate adjustments as required. Advises the unit executive on staffing costs and cost projections, and related issues. Manages and provides oversight for special projects to meet project goals and deadlines. Oversees purchasing activities and ensures activities are in compliance with procurement rules and regulations. Monitors contracts and ensures compliance with terms that best meet office requirements and needs. Oversees the preparation and/or renewal of necessary service agreements. Reviews and approves administrative service documents such as professional documents, budgets, purchase orders, etc., and monitors compliance with guidelines and requirements. Manages all financial operations and accounts, the preparation, updates and analysis of accounting records, financial statements, and budget reports. Manages all accounts payable activities, and makes recommendations regarding procedures for improvements. Manages and maintains, reconciles and analyzes accounting records. Complies with and remains current with, the Guide to Judiciary Policy, Administrative Office policies and procedures, and internal control guidelines. Develops recommendations regarding procedures for improvements. Adheres to procurement procedures, policies and guidelines. Assists with the annual internal review and cooperates fully with periodic reviews and audits, as required.

- Human Resources/Personnel Responsibilities. The Administrative Manager oversees the Probation Office's human resources programs, including information regarding benefits, payroll, classification and compensation, position management, performance management, and staffing.
- Oversees Administrative Functions. The Administrative Manager communicates with and advises supervisors and the unit executive on applicable administrative matters, procedures, and practices. Identifies and/or recognizes administrative areas needing improvement. Designs and develops effective solutions to problems and manages appropriate procedures for accomplishing objectives. Where appropriate, the Administrative Manager will collaborate with other Courts, the Administrative Office and other agencies.
- Supervisory Responsibilities: Provides leadership, management, and supervision to four to six administrative staff, including rating performance plans and managing all aspects of time and attendance for the staff. Provides support staff with guidance and direction for completing work assignments and duties, including coordinating work from other office staff members, establishing priorities, identifying solutions, implementing program improvements, and carrying out corrective and preventive measures to ensure that a quality work product is produced, deadlines are met, and work is evenly distributed.
- Facilities, Property and Security. The Administrative Manager oversees the Court's facilities, project management, emergency preparedness and coordination with court security. Directs space planning and utilization projects and ensures facilities and real property is maintained according to federal and contract standards. Develops, maintains, tests and revises the Emergency Preparedness Plan and Continuity of Operations Plans for the U.S. Probation Office, District of Vermont in collaboration with other courts within the district, the Circuit, the Administrative Office, the USMS and other agencies such as GSA and Federal Protective Services, etc.
- Communication. Oversees the creation of policies, procedures and accurate, reliable, and user-friendly manuals, handbooks, job aides, and web content where appropriate. Communicates clearly and effectively, both orally and in writing, and explains complex administrative concepts to individuals and groups with varying experience and backgrounds. Interacts effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitates, mediates, and negotiates complex and sensitive matters with judges, managers, the unit executive, supervisors, and court staff, while maintaining confidentiality.

***REQUIRED QUALIFICATIONS:***

Qualified candidates must have a performance history that demonstrates proven skills in management practices, administrative processes and procedures, including strong leadership, organizational, prioritizing and problem solving skills and the following:

At least three years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain: Skills in developing 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.

Candidates must also have solid oral and written communication skills and computer proficiency, knowledge of sound financial controls and policies, ability to exercise mature judgment, high ethical standards and a positive work attitude, ability to adapt and lead in a changing work environment, understanding of statistical data, data analysis and evaluation methodologies. Working knowledge of legal and court terminology is required.

### ***COURT PREFERRED QUALIFICATIONS:***

A bachelor's degree and/or a graduate degree from an accredited college or university in accounting, judicial, public or business administration, political science, criminal justice, law, management, facilities or related fields is preferred. Professional recognition through certification or licensure, such as Certified Public Accountant (CPA) is also preferred.

### ***BENEFITS:***

The United States Probation offers a generous benefit package to full-time permanent employee which includes:

10 Paid Federal Holidays	Thrift Savings Plan (401k style)
13 Days Paid Vacation (per year for the first three years)	Life Insurance (optional)
20 Days Paid Vacation (after three years)	Long-Term Disability Plan (optional)
26 Days Paid Vacation (after fifteen years)	Long-Term Care Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental & Vision Coverage (optional)
Participation in Federal Employees Retirement System	
Health, Dependent & Commuter Reimbursement Programs (optional)	

### ***CONDITIONS OF EMPLOYMENT:***

Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

The applicant selected will be subject to fingerprinting with a background check and continued employment is contingent upon favorable suitability determination. Selectees to high-sensitive positions are subject to updated background investigations every five years. A negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The applicant selected must abide by the [Code of Conduct for Judicial Employees](#) and [The Charter for Excellence](#). Demonstrate sound ethics and good judgment at all times. Must display a careful and deliberate approach in handling confidential information in a variety of contexts.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**Qualified persons interested in being considered for this position should electronically submit via e-mail a cover letter specifying qualifications in relation to the position, a resume and an [AO 78, Federal Judicial Branch, Application for Employment](#) in PDF format addressed to: Joseph A. McNamara, Chief U.S. Probation Officer, P.O. Box 432, Burlington, VT 05402-0432; at this email: [employment@vtp.uscourts.gov](mailto:employment@vtp.uscourts.gov)**

**Travel and relocation expenses will not be reimbursed.**

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

**The United States Probation Office is an Equal Opportunity Employer.**