



EASTERN DISTRICT OF LOUISIANA
Invites applications for the position of:
NEW POSTING
Administrative Services Manager

SALARY: \$72,975.00 - \$140,157.00 Annually

DEPARTMENT: United States District Court and Probation Office, Eastern District of Louisiana

VACANCY NO: 20-DSC-16

***Vacancy 20-DSC-10 has been cancelled due to technical issues. To be considered for this vacancy, candidates who applied for Vacancy 20-DSC-10 **MUST** reapply. If assistance is needed to obtain copies of application materials submitted for Vacancy 20-DSC-10, please contact the Human Resources Unit of Shared Administrative Services at (504) 589-3333.**

OPENING DATE: 06/15/2020

CLOSING DATE: Applications received by close of business, 5:00 PM Central/Daylight Time, on 7/6/2020 will be considered for first review (or until filled). **Candidates who applied for announcement 20-DSC-10 MUST reapply.**

JOB GRADE: CL29-30 (if hired at CL-29, promotion potential to the next grade level exists without further competition, based on performance, and at the discretion of Court Unit Executives)

DUTY STATION: New Orleans, LA

POSITION OVERVIEW:

The United States District Court and Probation Offices, for the Eastern District of Louisiana, are seeking qualified applicants for the full-time permanent position of Administrative Services Manager, **vacancy announcement #20-DSC-16**. The Administrative Services Manager (ASM) is located in the Shared Administrative Services Unit and supports the district court and probation offices, performing professional and managerial work related to supervision, policy, and oversight of procurement, human resources, facilities, audit, and emergency preparedness operations in a shared administrative services environment. The ASM reports directly to the Clerk of Court and Chief Probation Officer under a jointly approved shared services agreement.

REPRESENTATIVE DUTIES AND REQUIRED COMPETENCIES:

- Oversee the entire Shared Administrative Services division, to include the supervision of managers and staff. Monitor and evaluate the quality of work, level of compliance, and staff activities pertinent to human resources, facilities, procurement, and accounts payable. Oversee the development and management of a comprehensive compliance/ internal controls program to prevent fraud, waste, abuse and mismanagement.
- Oversee all aspects of the procurement functions of the court in a shared administrative services environment ensuring compliance with the appropriate guidelines, policies, regulations, and internal controls. Participate in strategic planning and provide sound advice to help achieve court unit goals.
- Apply financial system approvals to purchases and payments for goods and services ensuring financial accuracy and adherence to appropriate guidelines, policies, and internal controls prior to approval.
- Serve as the central resource on contingency-related plans and emergency preparedness issues. Direct the review and refinement of occupant emergency plans (OEP) for each location and each unit.
- Oversee the establishment of standards for maintaining consistency in the application of administrative policies and procedures.
- Oversee all research, analysis, development, recommendations, monitoring, and revision of policies and procedures for the general operation of unit program areas. Ensure compliance with internal policies and procedures, as well as with external requirements imposed by law, Judicial Conference policy, and other policies and regulations.
- Analyze the Guide to Judiciary Policy, Human Resources Manual, and U.S. Courts Design Guide to confirm adherence to human resources, budget, audit, construction, and procurement practices.
- Serve as liaison with U.S. Marshals Services, General Services Administration (GSA).
- Manage space and facilities projects, including creating project budgets, project schedules, and preparing project scope to guide specifications. Translate functional requirements into a space-needs plan and define the

project's design objectives. Review construction drawings and specifications, analyze cost estimates, negotiate fees and costs, and resolve issues from preliminary design through construction.

- Oversee GSA contract specification documents and blueprints to ensure compliance with the U.S. Court Design Guide, and the court's preference. Document and report deviations or noncompliance issues. Participate in all major project planning and design meetings.
- Oversee the following as it relates to OEP and/or COOP activities: training and exercises on the implementation of OEP and COOP; Conducting of tests of all plans related to such, as necessary, annually; Monitoring the court's emergency supplies and keep them up to date; Maintaining shelter in place zones in a state of readiness; Assisting with issuing supplies as needed to floor wardens; Ensuring information relevant to OEP and floor wardens is updated; Development and management of floor warden training program for district, including delivering training modules and developing new modules; Working with appropriate court units or other federal agencies to schedule building evacuation and shelter in place exercise drills; Participating in monitoring drills and identifying procedures which need to be corrected, then addressing in training.
- Oversee move coordination plans which include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment and lines.
- Oversee the preparation of court reports and requests for space which involves surveys of existing space and new space requirements due to new judges and/or courthouses. Coordinate such requests with the Administrative Office.
- Ensure the analysis of court facilities (i.e., USMS Court Facility Surveys) addressing court operational emergency preparedness concerns.
- Oversee, administer and manage assigned special projects, research and analyze information, and conduct similar activities, as applicable.
- Consult and provide advice to judges, managers, and employees district-wide on human resources issues, procedures, and practices, including employee relations, disciplinary actions, performance management, staffing, payroll, and related matters.
- Establish and maintain district procedures for benefits administration, recruitment, orientation, classification, personnel action processing, payroll, separations, workers' compensation, and records management for multiple court units and chambers. Develop and maintain a local human resources procedural manual.
- Manage automated systems for human resources activities locally, including HRMIS, personnel projection systems, leave keeping systems, payroll/timesheet reconciliation, etc.
- Coordinate the Facility Access Card program with USMS, AO, and other federal units as it relates to setup, maintenance of equipment, and USPO and USDC employee building access rights.
- Under the direction of the Clerk of Court and the Chief Probation Officer provides leadership, strategic planning, and day-to-day administration, management, mentoring, and supervision of the Shared Administrative Services Unit. Provide regular feedback to staff and takes appropriate

action to resolve problems.

QUALIFICATIONS - EXPERIENCE & EDUCATION:

Minimum Qualifications

To qualify for a managerial position, an individual must possess:

(1) 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

(2) 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 a field of academic study closely related to the position, such as Human Resources, Human Services, Accounting, Finance, Public Administration, or Business Administration
- Working knowledge of federal Human Resource and Procurement programming
- Current certification as a Contracting Officer is desirable
- Proficient with windows based applications and Microsoft Office Suite
- Current certification in Procurement, Human Resource, or fraud prevention related professional organizations (i.e., SHRM, CFE, CPP, CPPM, CPPO, etc.)
- Ability to maintain strict confidentiality, demonstrate sound judgment, and handle sensitive materials
- Proven ability to think independently and work cooperatively in an office environment
- Strong oral and written communication skills and attention to detail
- 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

ADDITIONAL INFORMATION:

Benefits

Employees of the United States District Court/Probation Office are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System, they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

New Selectees are subject to a background check (i.e., investigation) and subsequent favorable suitability determination; and selectees to high-sensitive positions are subject to updated background investigations every five years.

How To Apply

Only the most qualified candidates will be invited for interviews and those interviewed will receive a response. Applicants must travel at their own expense. Applicants must be citizens of or authorized to work in the United States.

Interested candidates should submit a complete applicant's packet to HRAdmin@laed.uscourts.gov, which includes:

- A completed [AO-078 Federal Judicial Branch Application For Employment \(https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment\)](https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment),
- A letter of interest (cover letter),
- A current/detailed resume,
- Respond to the supplemental questions on the last page of this vacancy

announcement accordingly.

You must reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all of the items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail. All application material must be submitted electronically, no exceptions, to HRAdmin@laed.uscourts.gov.

Disclosures

The United States District Court/Probation Office reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, or withdraw the announcement without prior written notice. The United States District Court/Probation Office requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court and Probation Office for the Eastern District of Louisiana is an Equal Opportunity Employer.

United States Probation Office, EDLA 500
Poydras Street, Room B-505 New
Orleans, LA 70130
504-589-3333

Position #20-DCS-16
ADMINISTRATIVE SERVICES
MANAGER

Administrative Services Manager Supplemental Questionnaire

* 1. Do you have at least three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: Skill in developing interpersonal work relationships needed to lead a team; Exercise mature judgment; and Demonstrate thorough knowledge of basic concepts, principles, and theories of management?

- Yes
- No

* 2. Do you have a Bachelor's Degree or higher from an accredited college or university?

- Yes
- No

* 3. Do you have any professional certifications in the areas of Administrative Management (i.e., SHRM, CFE, CPPM, CPP, CPPO, etc.)?

- Yes
- No

* 4. How many years of experience do you have as a manager?

Less than 1 year

- 1 or more but less than 3 years
- 3 years or more but less than 5 years
- 5 years or more

* 5. Do you have experience in federal government contracting?

- Yes
- No

* 6. Do you have any experience in federal government Space & Facilities?

- Yes
- No

* 7. Do you have experience in federal government Human Resources?

- Yes
- No

* 8. Within the last three years, have you incorporated information technology to improve a process (or establish efficiency) and/or reduce human and financial resources?

- Yes
- No

* Required Question