

# UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF MISSOURI

## VACANCY ANNOUNCEMENT

**Position:** Administrative Manager  
**Location:** St. Louis, Missouri  
**Salary Range:** CL 30 - \$75,991 - \$123,539  
(Based upon qualifications)  
**Opening Date:** April 20, 2009  
**Closing Date:** May 4, 2009



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**Position Overview:** The Administrative Manager provides a full range of managerial services to the Clerk of Court and other federal agencies in the following administrative areas: budget, procurement, travel management, financial management, space & facilities management and project management. The Administrative Manager reports directly to the Chief Deputy Clerk.

### **Representative Duties and Responsibilities:**

Develops and revises the annual budget estimate. Researches, compiles and summarizes data concerning individual budget object codes and prepares, in conjunction with the Clerk, Chief Deputy Clerk and the internal Budget Committee, the annual budget. Manages and monitors spending plans. Recommends reprogramming actions and evaluates specific needs and recommends changes or adjustments to budget data and justifications.

Monitors and tracks obligations and expenditures. Verifies that obligations and expenditures occur in accordance with the spending plan and regulatory controls and in a manner consistent with directives from the Clerk.

Manages and analyzes a variety of budget and financial reports for the Clerk's office, the Administrative Office and other agencies. Oversees the preparation of recurring reports of obligations and expenditures.

Conducts and manages short-term and long-term research projects on administrative, fiscal, budget, financial and policy matters.

Oversees the procurement activity of support staff in preparation and payment of vouchers. Coordinates the procurement, purchasing and requisitioning functions and acts as liaison with General Services Administration and all private vendors concerning such areas. Reviews all travel vouchers before payment.

Assists in the development of and administers a system of financial internal controls to assure proper methods and procedures are followed in the execution of the budget.

Provides managerial review and analysis of Administrative Office policy directives, Judicial Conference and Advisory Group minutes relative to space and facilities, budget and financial management and advises the Clerk and Chief Deputy Clerk on the short-term and long-term impact on Court operatives. Develops local policy and procedures for effective implementation of new administrative policies and programs.

Recommends and manages implementation of new software for financial and budget automated systems and establishes operating procedures to ensure internal control and judiciary guidelines are not compromised.

Coordinates new construction and renovation projects; coordinates any moves for main or satellite office. Makes recommendations regarding maintenance contracts based on research and record keeping.

Participates in Contracting Officers' Certification Program (COCP) training to acquire certification as a contracting officer and maintains training levels to retain contracting officer authority.

**Qualification Requirements:** To qualify for appointment, candidates must meet the following standards:

**Education:** A bachelor's degree from an accredited college or university with a minimum of five years specialized and progressively responsible managerial experience in administering budgets and supervising in a financial department setting.

**General Experience:** Progressively responsible experience that provides evidence the applicant has (1) a good understanding of the methods and administrative policies and procedures for accomplishing the work of an organization; (2) the ability to analyze problems and access the practical implications of alternative solutions; (3) the ability to effectively communicate with others, orally and in writing; and (4) the capacity to employ the requisite knowledge, skills and abilities in the resolution of problems.

**Specialized Experience:** Progressively responsible specialized experience in administrative, supervisory, managerial, or professional work which provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies and theories of management. Excess specialized experience may be substituted for required general experience.

**Conditions of Employment:** This is a highly sensitive position within the Judiciary. All application information is subject to verification. Appointment is provisional pending successful completion of OPM and criminal background investigations and favorable suitability and security determinations. The United States Bankruptcy Court for the Eastern District of Missouri requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Applicants must be citizens of the United States of America or be eligible to work in the United States. The position is subject to mandatory electronic funds transfer for payment of salary.

**Employee Benefits:** Employees of the United States Bankruptcy Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Court employees enjoy the same benefits as other Federal Government employees such as:

- Accrued paid vacation and sick leave days based on length of service and ten paid holidays during the year.
- Participation in pre-tax programs (Health, Dental, and Vision Insurance programs; Group Life Insurance, Long Term Care Insurance, and pre-tax Flexible Spending Accounts).
- Public Transportation Subsidy.
- Commuter Reimbursement Benefit.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (employer matches up to five percent of employee contribution).

**Application Process:** Submit an application for Judicial Branch Federal Employment, Form AO 78, with a cover letter and resume, detailing how your qualifications meet the job requirements, by close of business on May 4, 2009. Applications are available from the Court's website at <http://www.moeb.uscourts.gov/jobs.htm> Submit e-mail to: [hr@moeb.uscourts.gov](mailto:hr@moeb.uscourts.gov) OR fax: (314) 244-4990 OR mail: United States Bankruptcy Court, Attn: Human Resources Manager, 111 South 10<sup>th</sup> Street, 4<sup>th</sup> Floor, St. Louis, MO 63102.

All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. The United States Bankruptcy Court for the Eastern District of Missouri is an equal opportunity, affirmative action employer. The court will not reimburse an applicant for interview or relocation expenses.