



UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF CALIFORNIA

www.canb.uscourts.gov

Administrative Manager

Announcement: CS02-25

Opening Date: 3/24/2025

Location: San Francisco, CA
This is not a remote position.

Closing Date: Open until filled

Salary Range: \$124,527 - \$195,200 (CL 30)
Salary depends upon experience and qualifications.

The United States Bankruptcy Court for the Northern District of California is seeking qualified applicants for the position of Administrative Manager. Under general direction of the Chief Deputy and Clerk of Court (Clerk), the Administrative Manager is part of the Clerk's Senior Management Team that includes the Clerk, Chief Deputy, and IT Manager. The position has regular interaction with federal judges, high-level officials, court staff members, the public, and with various federal agencies. As part of the Central Staff, the Administrative Manager is responsible for managing the business functions of court administration, including budget and finance, procurement, space and facilities, emergency management and human resources. The position operates with a high degree of independence within the policy directives of the Clerk and Chief Deputy.

Travel inside and outside of the District is required, including to the Administrative Office of the U.S. Courts in Washington, D.C., to other court units, and to attend conferences in other U.S. cities.

REPRESENTATIVE DUTIES:

- Manage Administrative Services and provide leadership to enable assigned staff to successfully achieve the Clerk's Office goals and objectives.
- Plan, organize, assign, supervise, review, and evaluate the work of professional staff. Train in work procedures and provide professional development through coaching, mentoring, giving guidance and facilitating constructive feedback.
- Create and maintain a training atmosphere where continuous improvement is valued and encouraged in all aspects of business services.
- Advise leadership on the potential impact of operations and administration of policy changes due to budget constraints.
- Develop, update, and implement performance management objectives and standards. Serve as project manager for the initiatives of all departments. Assists with devising and executing strategic plans for the Clerk's Office and the Court.

- Prepare the development and updating of comprehensive manuals, memoranda, reports and correspondence, including drafting policies and procedures for accounting practices and other administrative matters. Ensure that policies and procedures enhance the productivity and effectiveness of the Clerk's Office and reflect best business practices for the Court.
- Prepare statistical reports, including the collection and analysis of data, development of format and preparation of summary information to help the Court identify challenges and opportunities.
- Perform audit reviews to ensure compliance with judiciary policies and procedures, internal controls, and generally accepted accounting principles. Prepare documents identifying findings and develop written recommendations for changes.
- Provide an independent perspective and analysis over budget planning, statistical and management reports.
- Collaborating with other departments such as Information Technology and Operations to increase the effective and efficient delivery of court services through the use of technology and coordinate related administrative changes.
- Assist in the planning for future technology needs to respond to anticipated workload trends, and internal and external customer needs.
- Maintain the Occupant Emergency Plan and Continuity of Operations Plan.
- Oversee inventory, supply, recordkeeping, and equipment needs related to emergency preparedness programs. Verify all health and safety procedures and policies are maintained. Ensure compliance with all local, state and federal laws, rules and standards governing building maintenance operations.
- Oversee purchasing activities and ensure activities are in compliance with procurement rules and regulations.
- Review and approve administrative service documents such as professional documents, purchase orders, etc., and monitor compliance with guidelines and requirements.
- Handle special projects and assignments related to business services functions, including but not limited to renovating facilities.
- Develop effective working relationships with judges and with various groups and individuals outside the Court, at the Administrative Office of the U.S. Courts, the Ninth Circuit, the Federal Judicial Center, other court units, the bar, the United States Marshal Service, government agencies including General Services Administration (GSA), federal law enforcement, and the public.
- Attend and support various judges' committee meetings as directed.
- Contribute to the efficiency and effectiveness of services to the Court's stakeholders by participating as an active member of the management team.
- Represent the Clerk or Chief Deputy at designated meetings.
- Perform other duties as assigned.

QUALIFICATIONS:

A minimum of five years of substantial and progressively responsible management experience in a court or similar environment that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles policies and theories of management.

- Experience managing budget and fiscal administration, procurement, space and facilities, human resources functions in a medium to large organization.
- Supervision of multiple employees performing multiple functions.
- Ability to communicate effectively (orally and in writing) to individuals and groups.
- Excellent interpersonal skills and the ability to handle personnel matters with tact, directness, fairness, and sensitivity.
- Experience that demonstrates strong problem-solving, conflict resolution, and organizational leadership skills.
- Experience in proposing and implementing innovative solutions to facilitate organizational change.
- Ability to develop and promote a strategic course for an organization.
- A thorough understanding of using a variety of office equipment and applications, such as word processing, e-mail, spreadsheets and presentation (Microsoft Office), automated case management systems, automated human resources management and financial systems.
- Ability to balance the demands of varying workload responsibilities and deadlines.
- Documented track record of tangible success in the oversight and management of projects.
- A demonstrated commitment to developing a supportive and harmonious team environment.

PREFERRED QUALIFICATIONS

- Federal or state court administration experience.
- Federal government experience.
- Ten (10) plus years of the management of administrative services (budget and finance, procurement, and human resources) experience. In addition, supervision of employees in these roles.
- Emergency management experience.
- Experience managing multiple facilities in different geographic locations.
- Experience managing and leading staff members who work remotely.

BENEFITS:

For a list of benefits please visit our Benefits at a Glance at <http://www.canb.uscourts.gov/jobs>.

APPLICATION INSTRUCTIONS

Qualified candidates are invited to apply by emailing the following to jobs@canb.uscourts.gov
The email subject line should reference **Administrative Manager** position. **Your application package must include the below in a single pdf, or it will not be considered.**

- Letter of interest detailing relevant experience to all qualifications (including preferred) for the position;
- Current resume;
- Completed and signed “**AO-78 Judicial Branch Application for Employment**” (Form may be downloaded from <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>) (applicants must complete the Optional Background Information questions 10-21 on the AO-78 form); and
- Three professional references with contact information. Please note that submission of these references is the applicant’s consent to those references being contacted.

The court may close this announcement at any time, and it is therefore recommended that applications be submitted as soon as possible. Only applicants who are selected for interviews will be contacted by the court. Applicants selected for the initial interview will be required to submit three professional references.

Applicants who are non-United States citizens must meet the requirements for federal employment. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years. The position is subject to the mandatory electronic direct deposit of salary payment (i.e. Direct Deposit). All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time if the selected candidate fails to perform at a satisfactory level. In addition, employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.

The United States Bankruptcy Court is an Equal Employment Opportunity Employer.