



SUSAN SOONG
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

**Eureka-McKinleyville
Division**
3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal opportunity employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: CHIEF DEPUTY OF ADMINISTRATION

Classification Level: JSP-16/01 to JSP-16/10

Salary Range: \$163,421 - \$170,400, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: November 4, 2016

Closing Date: Open Until Filled (priority cut-off date, November 30, 2016)

Number of Positions: 1

POSITION OVERVIEW

The Chief Deputy of Administration is a senior executive-level position that reports to the Clerk of Court, has regular interaction with federal judges, high-level officials, court staff, the public, and federal agencies, and is responsible for the management of all court administration functions. The Chief Deputy of Administration is responsible for managing the Clerk's Office Administration Department, which consists of approximately 20 staff and 5 supervisors and managers, and for the court's four courthouses. The Administration Department includes budget, finance, procurement, space and facilities, and human resources.

In addition, the Chief Deputy of Administration is responsible for strategic planning, performance management, project management, emergency response and COOP planning, and for overseeing the provision of court and facility security.

The Chief Deputy of Administration together with the Chief Deputy of Operations is responsible for the overall management of the Clerk's Office. In the absence of the Clerk, the Chief Deputy of Administration assumes the duties and responsibilities of the Clerk. The Chief Deputy of Administration serves as a member of the Clerk's Office Senior Management Team that includes the Chief Deputy of Operations, the IT Director, and the Clerk of Court.

Primary duties include:

- Managing the Administration Department;
- Providing leadership for Administration staff through coaching, mentoring, training, providing resources, giving guidance and feedback, and facilitating constructive communication;
- Preparing the annual court budget, and assessing staffing and other needs;
- Promoting Clerk's Office goals and objectives;
- Overseeing performance management, project management, and strategic planning for all of the Clerk's Office departments and units;
- Preparing comprehensive manuals, memoranda, reports, and correspondence; and proposing and drafting policies and procedures;
- Analyzing and interpreting trends and statistics to help the court identify challenges and opportunities;
- Proposing, developing, communicating, and evaluating administration policies and procedures to enhance the productivity and effectiveness of the Clerk's Office;
- Advising the Clerk and the Chief Judge regarding the potential impact on court administration of policy changes and budget constraints;

- Collaborating with key IT and operations staff to increase the court's operating effectiveness through the use of technology; assisting in planning for future technology needs, and coordinating plans with anticipated workload trends and customer needs;
- Overseeing emergency response and Continuity of Operations planning and implementation;
- Handling special projects and assignments for the Clerk;
- Developing effective working relationships with judges and with appropriate individuals at the Administrative Office of the U.S. Courts, other federal courts and court units, government agencies, federal law enforcement, and the public; and
- Representing the Clerk at designated meetings.

Regular travel throughout the district is required. Additional travel may be required periodically to the Administrative Office of the U.S. Courts in Washington, D.C., to other Court units, and to attend court conferences in other U.S. cities.

QUALIFICATIONS

Required Qualifications

- A minimum of six years of substantial and progressively responsible management experience in a court or similar environment;
- Proven experience managing budget, finance, procurement, space and facilities, human resources, strategic planning, and project management functions in a medium to large organization;
- A thorough understanding of using and implementing automated financial, procurement, and human resources management systems;
- Strong interpersonal, problem solving, conflict resolution, and organizational leadership skills;
- Excellent oral and written communication skills;
- Experience in proposing and implementing innovative solutions to facilitate organizational change;
- Proficiency in key business software applications like Word, Excel, and PowerPoint;
- Able to balance the demands of varying workload responsibilities and deadlines; and
- A demonstrated commitment to developing a supportive and harmonious team environment.

Desirable Qualifications

- Federal or state court administration experience;
- Experience with courtroom technology planning and procurement;
- Experience with converting to automated financial and administrative management systems;
- Emergency management experience;
- Construction project management experience; and
- Experience managing multiple facilities in different geographic locations.

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.

Education:

The successful candidate must have at a minimum a master's degree from an accredited college or university in a relevant field. Candidates with a master's degree in business or public administration, supported by progressive leadership and management experience, are strongly

encouraged to apply. An MBA, MPA, Juris Doctor (J.D.), or other relevant degree may be substituted for one year of the required experience.

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Judicial Salary Plan. Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non Citizens and Making Offers of Future Employment: Non citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCEDURE

To be considered for this position, please submit a resume detailing your education and work experience, a cover letter, and three professional references. The cover letter should specify the position for which you are applying, identify how your education and experience relates to the duties and responsibilities outlined, describe your experience in managing the administration of a medium to large organization, and describe your management style and philosophy. **Please note that resumes without the cover letter addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

United States District Court-NDCA
Attn: Human Resources (FY17-1)
450 Golden Gate Avenue
San Francisco, CA 94102

Or via email to: hr@cand.uscourts.gov