



Notice of Vacancy

Position Title:	Administrative Manager Full-time/Regular, Excepted Service
Announcement No.:	2026-19
Location:	Roanoke, Virginia
Opening Date:	August 3, 2026
Closing Date:	August 21, 2026
Salary Range:	\$71,583 - \$163,535 (CL28/1 – CL30/61) Starting salary defaults to Step 1 but affords limited discretion for advanced in step appointments commensurate with qualifications and experience.

The District Court for the Western District of Virginia seeks a qualified Administrative Manager to perform professional and managerial work related to multiple administrative functions, including human resources, procurement, space and facilities, finance, and budget within a shared services environment, supporting the clerk's office, judicial chambers and probation office. The Court currently consists of 122 employees who support 10 judicial officers, located in five divisions throughout the district (Abingdon, Charlottesville, Harrisonburg, Lynchburg, and Roanoke). This position is stationed in the Roanoke divisional office, with the option of remote work available for the right candidate. Occasional travel, including overnight, within and outside the district is required.

REPRESENTATIVE DUTIES

- Direct, develop, and mentor staff involved in administrative service activities, including establishing standards, assigning and reviewing work, evaluating performance, approving leave, and handling disciplinary actions. Implement staff procedures and conduct staff meetings, provide relevant information, and delegate projects and work fairly and consistently. Oversee work projects and processes and provide guidance as required. Identify issues and resolve disputes.
 - Communicate with and advise supervisors, managers, and unit executives on applicable administrative matters, procedures, and practices. Design and develop effective solutions to problems and manage appropriate procedures for accomplishing objectives. Participate in or lead court unit strategic planning processes and routinely monitor initiatives. Ensure administrative tasks and services are performed in support of court unit objectives. Provide actionable recommendations for alternative organizational structures. Direct space planning and utilization projects. Ensure facilities and real property are maintained according to federal and contract standards. Demonstrate commitment to quality by identifying and developing
-

actionable process improvements

- Manage the annual budget in a decentralized budgeting environment and remain current on program requirements, updates, and changes. Advise managers, unit executives, and judges on staffing, costs and cost projections, and related issues. Manage and provide oversight for special projects to meet project goals and deadlines. Oversee purchasing activities and ensure activities are compliant with procurement rules and regulations. Ensure the accurate reconciliation of receipts and direct preparation of financial reports. Monitor contracts and ensure compliance with terms that best meet office requirements and needs. Oversee the preparation of necessary renewal of service agreements. Review and approve administrative service documents such as professional documents, budgets, purchase orders, etc., and monitor compliance with guidelines and requirements. Maintain accurate documentation.
 - Maintain and analyze accounting records supporting all funds deposited to or disbursed from the U.S. Treasury, as well as funds in the custody of the court. Ensure completion of accounting for all monies paid into the court. Review the classification of accounting transactions relating to the court in accordance with regulations issued by the Department of Treasury and the Administrative Office of the U.S. Courts. Maintain and monitor the Court Registry Investment System (CRIS) to provide for the appropriate investment of registry funds. Ensure all orders of the court involving the registry fund account are carried out promptly and accurately and perform the requisite accounting for the same. Prepare and analyze reports and financial statements for submission to the U.S. Treasury, the AO, and other court official as necessary. Maintain accurate documentation.
 - Develop budget estimates for all court units. Develop local policies and procedures for budget administration. Prepare justification for each object class and overall budget summary. Present budget requests to court authorities and submit amendments and other supplemental information as necessary. Develop and monitor spending plans upon receipts of allotments and recommend reprogramming actions for emergencies and other shortfalls.
 - Oversee human resources programs, including benefits administration, payroll, classification and compensation, recruitment and staffing, employee relations, and performance management. Make appropriate program recommendations to supervisors, managers, unit executives, and judges as necessary to achieve unit performance standards and goals. Ensure the maintenance of employee records and documentation. Develop, implement, and provide guidance on human resources policies, procedures, and standards. Counsel supervisors and employees in performance management and employee relations issues, making appropriate recommendations to managers, unit executives, and judges.
 - Oversee the creation of accurate, reliable, and user-friendly manuals, handbooks, job aides, web content, and other training materials related to functional administrative matters. Identify pertinent training for administrative services staff and ensure employees are kept informed of changing regulations and procedures. Respond to training requests identified by managers and unit executives. Manage court funds allocated for court training programs and formulate annual budget estimates for court training activities.
 - Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs. Comply with the *Guide to Judiciary Policy*, the *Human Resources Manual*, applicable Administrative Office policies and procedures, and internal controls guidelines. Adhere to procurement procedures, policies, and guidelines. Abide by the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
 - Communicate clearly and effectively, both orally and in writing, to explain complex administrative, human resources, and/or finance and budget concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff,
-

providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, supervisors, and court staff, while maintaining confidentiality.

QUALIFICATIONS

To qualify for a managerial position, an individual must possess at least three years of progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain:

- (a) Skill in developing the interpersonal work relationships needed to lead a team of employees,
- (b) The ability to exercise mature judgment, and
- (c) 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.

Prior federal budget, finance, and supervisory experience preferred. The ideal candidate is a self-directed, highly organized professional who is mature, responsible, and tactful; demonstrates initiative and the ability to exercise good judgment; is able to work harmoniously with a variety of staff at all levels of the organization; possesses excellent communication skills; understands the importance of confidentiality; and maintains a professional demeanor and appearance at all times.

BENEFITS

For federal benefits information, visit: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or meet the citizenship requirements for employment in the Judiciary. Visit the Court's web site at <http://www.uscourts.gov/Careers/CareerCitizenshipRequirements.aspx> for additional information on citizenship requirement. Selectees are subject to a background investigation, including fingerprinting, and subsequent favorable suitability determination. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The Court requires employees to adhere to the Code of Conduct for Judiciary Employees, which is available for review on the Court's web site at <http://www.uscourts.gov/RulesAndPolicies/CodesOfConduct.aspx>.

HOW TO APPLY

Qualified candidates must submit: 1) a letter of interest; 2) a detailed resume; 3) contact information for three professional references, 4) the [Judicial Application for Employment – Form AO78](#) and Application packets should be submitted as a **single PDF** via email to Careers@vawd.uscourts.gov and reference **Administrative Manager #2026-19** in the subject line. Only complete application submissions will be considered. Application packets are due by **4:30 p.m. Eastern Standard Time, on Friday, August 21, 2026**. Interviews will be conducted on August 31st and September 2nd.

Due to the anticipated high volume of applications expected to be received, the Court will communicate only with those individuals who are invited for a personal interview. Unsuccessful applicants will not receive notice.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. **The United States District Court is an Equal Opportunity Employer.**