

Vacancy Announcement
Deputy Director, Office of Administration
Federal Judicial Center
Washington, DC 20002-8003

The [Federal Judicial Center](#) (Center) is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies.

The Office of Administration (OA) supports the Center's operations by efficiently managing and overseeing key functions, including Budget, Finance, Procurement, Human Resources, and Administrative Services.

The Center is looking for someone who is skilled and proactive with excellent interpersonal abilities and a strong work ethic to join the dynamic OA team. The incumbent must have a solid background in administrative management, a strong understanding of financial operations, procurement procedures, and human resources, as well as the ability to thrive under deadlines in a multi-functional and detail-oriented environment.

DUTIES AND RESPONSIBILITIES:

As the Deputy Director of OA, the incumbent reports directly to the Director of OA and assists with the day-to-day operations, ensuring that high-quality services are provided to Center staff and stakeholders. In partnership with the Director of OA, the Deputy Director supervises two budget specialists, two human resources specialists, three administrative services staff members, and works with various internal and external stakeholders.

Key responsibilities include:

- Assisting in the management of OA services, including finance, budget, procurement, human resources, and administrative functions.
- Supporting the financial operations of the Center alongside the Director of OA, including budget creation, spending plans, approving purchase requests, monitoring expenses, reconciling financial reports, and serving as the alternate Certifying Officer.
- Aiding in the preparation and submission of cyclical and self-assessment audits, as well as responding to audit inquiries and preparing necessary reports.
- Developing and implementing policies and procedures to enhance organizational efficiency.
- Interpreting rules and operating procedures, including the Guide to Judiciary Policy, as well as internal policies and controls.
- Preparing reports, presentations, and other necessary documentation for senior management and stakeholders.
- Serving as secretary for the Federal Judicial Center Foundation Board.
- Coordinating with human resources specialists to oversee recruitment, onboarding, and employee relations.

- Assisting with the preparation and execution of the Center's annual pay adjustments and bonus awards.
- Overseeing the distribution of timely information and resources for Center staff.
- Collaborating with senior management and staff to assess human resources needs and develop strategic initiatives.
- Supporting the management of the Center's space, facilities, and property, and coordinating with the administrative services team on daily operations.
- Overseeing office renovations and ensuring the Center's occupied spaces comply with building rules and regulations.
- Serving as a liaison with the Administrative Office, courts, government agencies, and vendors.
- Assisting in the handling of confidential and sensitive information.
- Performing duties with the highest order of judgement and discretion, and perform other duties, either as assigned, or at the incumbent's initiative.

This position requires limited traveling.

MANDATORY QUALIFICATIONS:

- A bachelor's degree in business administration, public administration, finance, or related field.
- Five years of specialized experience in administrative management, finance, or related field.
- Excellent interpersonal skills and ability to interact courteously and professionally with individuals and teams on all levels.
- Strong analytical skills, collecting, interpreting, and evaluating data to make informed recommendations.
- Excellent written and verbal communication skills.
- Ability to identify and resolve challenges independently and effectively.
- An understanding of confidentiality requirements and the ability to exercise sound ethics.
- Willingness to complete initial and ongoing training for Contracting Officer Certification Program (Levels 1-3).
- Ability to work independently while respecting the role of the Division Director.
- Proficient in the use of automated equipment and software including Microsoft Office.

DESIRABLE QUALIFICATIONS:

In addition to the above *mandatory qualifications*, desirable qualifications are:

- A master's degree in finance, business, or public administration, or related field.
- Experience in the federal judiciary, including familiarity with judiciary budgets and finance, procurement, human resources, and administrative management practices.

SALARY AND BENEFITS:

The starting salary is set at \$150,783 (includes 2025 D.C. locality). This position falls in the Center's pay band 6, which has a salary range up to \$227,608 (includes D.C. locality). For a successful candidate not currently a member of the Center staff, a higher starting salary, not to exceed \$188,479 (includes 2025 D.C. locality) may be considered if the candidate furnishes proof that their current salary falls above the pay band 6 minimum salary of \$150,783 (includes 2025 D.C. locality), in which case the Center would match that salary up to the starting salary limit of \$188,479 (includes 2025 D.C. locality). This is the maximum starting salary, and it is non-negotiable. If a successful internal candidate's salary falls above the range minimum, the salary will be matched up to their current salary.

Federal government benefits are applicable. An array of supplemental benefits is also offered, including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center is in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center, a health fitness facility, and a cafeteria for its tenants.

The Federal Judicial Center offers a range of telework and flexible work schedule options based on the employee's position categorization. This position requires working at the Marshall Building on a regular schedule and permits some telework. When business needs arise, all Center employees are required to work at the Marshall Building. The Center does not pay for relocation expenses; however, Center employees receive reimbursement for all official business travel.

This position does not carry the tenure rights of positions in the competitive civil service.

APPLICATION PROCEDURES:

In a brief cover letter referring to Announcement #25-05, please summarize how you satisfy the qualifications listed above. Applications without the required cover letter or with cover letters that do not address the qualifications will not be considered. Along with the cover letter, please include a current resume that specifies dates of employment and responsibilities for all related positions. **A cover letter and resume in a single combined PDF document is required.** Name the file using your last name, first name, and the announcement number, as follows: **Lastname.Firstname.25-05.pdf**. Any information provided in the transmittal email will **not** be considered part of the application.

All applications should be submitted by email to personnel@fjc.gov.

When applying, please refer to Announcement #25-05. **To assure full consideration, your application must be received by 11:59 p.m. on March 10, 2025.**

KEY REQUIREMENTS:

- Selectee must be a United States Citizen, subject to the exceptions enumerated at <https://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements->

[employment-judiciary](#).

- Selectee must favorably complete a background investigation.
- Relatives of Center staff members may not be employed at the Center in any capacity.
- All requirements must be met for full consideration.

The Federal Judicial Center is an Equal Opportunity Employer and is committed to achieving a diverse workforce and an inclusive work culture. It strives to maintain a professional and collegial workplace in which everyone is valued and treated fairly and respectfully.