OFFICE OF THE CLERK
UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF TENNESSEE

VACANCY ANNOUNCEMENT #11-1

Position Title:	**OPERATIONS MANAGER**
Location:	**Nashville, Tennessee**
Application Deadline:	**Friday, December 17, 2010, 5:00 p.m. CST**
Projected Start Date:	**Not later than Monday, February 28, 2011**
Classification Level:	**Federal Judiciary CPS 29 – CPS 31 (depending on qualifications)**
Salary Range:	**$90,967 - 147,887 (depending on Classification Level)**

The Operations Manager is a senior level employee who functions under the direction of the Clerk of Court. He or she is responsible to the Clerk and the three Bankruptcy Judges for the administration and supervision of the court's operations staff, which currently consists of 31 of the Clerk's 48 employees. The operations staff is divided into a bankruptcy case management team, a public services team, and case processing quality control team.

The Operations Manager works closely with the Clerk's administrative staff, which includes the Chief Deputy Clerk, the Director of Information Technology (IT), and specialists in Training, Personnel, Budget & Procurement, and Court Finance.

The Operations Manager is charged with organizational planning within the operations staff, developing and implementing office procedures pertaining to case management, public service, and case processing quality control, as well as statistical reporting to the Administrative Office of the U.S. Courts. Duties also include working closely with the IT staff to oversee and maintain the court's Case Management and Electronic Case Filing (CM/ECF) database and programming so that it satisfactorily maintains the court's case records and serves the needs of the public, bar, and court users.

Occasional travel to conferences, seminars, and training is required.

REQUIRED QUALIFICATIONS:

Applicants must be U.S. citizens or meet the citizenship requirements for employment in the Judiciary. Applicants must possess excellent communication and interpersonal skills and be able to work well in a fast-paced, progressive environment. The successful candidate will be self-motivated and have a proven track record of superior leadership. He or she must also have the ability to research, understand, follow, and direct procedure. Applicant must have a graduate degree from an accredited educational institution, plus six years of progressively responsible experience in a position that afforded the candidate: (a) management skills and familiarity with administrative processes, (b) the ability to exercise mature, professional judgment, and (c) skill in performance management and problem solving.

DESIRABLE QUALIFICATIONS:

➢Federal court experience, including significant management of court operations.

➢J.D. Degree or Masters Degree in a management-related field of study.

➢Proven ability to assist with implementation of new technology to improve business practices.

➢Working knowledge of the U.S. Bankruptcy Code and Rules.

➢Working knowledge of Bankruptcy Court processes.

➢Experience with electronic filing (CM/ECF) and maintenance of the electronic record.

➢Exceptional organizational and project management skills.

➢Demonstrated ability to effectively supervise and motivate staff.

BENEFITS:

Include participation in the Federal Employees Retirement System, ten (10) paid holidays per year, leave accrual, and periodic salary increases. Supplemental benefits with optional participation include health, dental, vision and life insurance programs, the Thrift Savings Plan, long term disability insurance, long term care insurance, flexible spending accounts for health and dependent care reimbursement, and a commuter benefits program.

CONDITIONS OF EMPLOYMENT:

All court employees are "at will" and subject to termination at any time. The successful applicant must be subject to a background investigation, including fingerprinting, and will be subject to a one-year probation period. All judiciary employees are 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 can be provided at an interview.

APPLICATION PROCEDURES:

Interested qualified applicants should submit a cover letter, resume, and a list of three professional references in a single PDF document as an email attachment (Subject: Operations Manager Application) to applications@tnmb.uscourts.gov no later than the deadline.

Unsuccessful applicants will be notified by U.S. Mail. Interviews will be scheduled by phone. Travel and lodging costs for interviews are not reimbursable.

Do not contact the court to inquire about the status of an application or reason for rejection.

The Court reserves the right to modify the conditions of this job announcement or withdraw the job announcement without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview.

THE U.S. BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER