The Federal Defenders of San Diego, Inc., (FDSDI) has an opening for a full-time Administrative Officer to oversee the operations of our 157 person, 2-city team. This is a high level core-management position that requires responsibility, independence and dynamic teamwork in our San Diego office. FDSDI is a nonprofit organization fully funded by the Administrative Office of the United States Courts. We are not a government agency and as such are not government employees. FDSDI provides legal representation to indigent persons charged with federal crimes in the San Diego and Imperial Counties.

Position Description – The Administrative Officer provides assistance and advice on a variety of administrative and management issues. General areas of direct or supervisory responsibility include management and administrative analysis; financial management; personnel administration; benefits program management; supervision and training, space and facilities management; equipment, telecommunications and office automation management; and property and records and procurement management.

Duties and Responsibilities – A few of the Administrative Officer duties and responsibilities include:

- Acts as advisor to the Defender on all aspects of office administration and management.
- Develops and maintains a system of internal controls to assure proper segregation of duties for financial, procurement and property management, as well as personnel functions.
- Audits internal controls annually and recommends improvements.
- Manages the financial operations of the defender office, which includes: develops the annual budget, ensuring expenditures remain within budgetary constraints; justifies itemized budget projections and submits monthly reports; and reviews and analyzes long-range budgetary and staffing needs.
- Provides the Defender technical and advisory assistance in the areas of recruitment, selection and staffing, classification and compensations, benefits, performance management, grievance and EEO procedures, and employee relations.
- Provides technical expertise and advice to the Defender and staff on issues such as employee development and promotion, position standards and classification.
- Determines need and secures adequate and suitable office space. Monitors monthly or quarterly rent bills.
- Coordinates construction projects and arranges office relocations, renovations and repairs.
- Ensures adherence to federal and local procurement practices and procedures. Acquires current knowledge of fiscal year spending requirements and restrictions and maintains purchasing records and reports. Operates in compliance with Judiciary Policies and Procedures.
- Serves as a liaison with the Board of Directors and various divisions of federal agencies, vendors and private sector.
- Implements office security measures and develops on site employee safety program.

Qualifications – To qualify a person must have at least three years of general experience and three years of specialized experience. Some higher education from an accredited college or university, preferably with a concentration in public administration, public policy, business administration, management or related field, may substitute for some of the required experience. Current or prior Federal Defender or law office experienced is preferred, as is progressively more responsible administrative, technical, professional, supervisory, or managerial experience in at least one or more of these functional areas: budget and finance,
human resources, purchasing or procurement. A bachelors or advanced degree from an accredited college or
university is also preferred.

The applicant must demonstrate the ability to handle multiple projects; exercise good judgment; and have
good communication skills. Computer literacy and experience with Excel, Microsoft Word and Adobe Acrobat
required. All education, experience, training and certifications will be verified.

Federal Defenders of San Diego, Inc. is an equal opportunity employer. Selection of position will be based
solely on merit without regard to race, color, religion, religious creed (including religious dress and religious
grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical
conditions), gender, gender identity (including transgender identity and transitioning), gender expression and
sex stereotyping, national origin, ancestry, citizenship, age, physical or mental disability, legally protected
medical condition or information (including genetic information), family care or medical leave status,
military caregiver status, military status, veteran status, marital status, domestic partner status, sexual
orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public
assistance program, engaging in protected communications regarding employee wages, requesting a
reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other
basis protected by local, state, or federal laws.

**Salary and Benefits** – Salary will be commensurate with experience. The starting salary range is: JSP 11/1
($72,355) to JSP 15/1 ($143,344). The position does include employee benefits including health and life
insurance as well as a 401k plan. Salary is payable only by Electronic Funds Transfer (direct deposit). All
positions are at will and are subject to the availability of funds. Employment is subject to a satisfactory
background investigation.

**How to Apply**– Qualified persons may apply by sending a letter of interest, resume and three references in pdf
format to employment@fdsdi.com.

**Position Announced**: July 16, 2021 open until filled.

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