Firm/Company Name:	Ballard Spahr LLP	**Website:**	www.ballardspahr.com
Job Title:	Practice Management Administrator	**Work Option:**	[i.e.: onsite, hybrid, remote, etc.] Hybrid
Department/Group:	Litigation	**Posted By:**	Gina Emery-Duplechan
Location:	Various	**Travel:**	
Salary Range:	$100,000 - $120,000	**Position Type:**	[i.e.: full-time, part-time, etc.] full-time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	10/28/2025

How to Apply: (Fax, Email, Mail, Link, etc.):

https://ballardspahr.wd5.myworkdayjobs.com/en-US/Ballard_Spahr_LLP/details/Practice-Management-Administrator_REQ-301

Job Description

Brief Summary:

About Us:

Ballard Spahr is a renowned national law firm with more than 750 lawyers across 18 offices in the United States. A career at Ballard Spahr offers a diverse group of mentors, colleagues, and friends, and strong leadership that provides support and encouragement for career growth.

We are seeking a highly organized and proactive Practice Management Administrator (PMA) to support the Litigation Department's Director of Practice Management (DPM) and Department Chair (DC) in the daily business operations of our firm's Litigation Department across all offices. This role offers a unique opportunity to contribute to the success of the firm's largest department, with more than 350 lawyers, by ensuring efficient financial, personnel, and administrative management.

The PMA will play a critical role in optimizing departmental operations, managing key initiatives, and providing high-level analytical and organizational support to leadership. This hybrid position offers a work schedule of 3 days a week in the office.

Why Join Us?

- Innovative Work Environment: Become part of a forward-thinking firm that enjoys substantial support and visibility from the firm's executive leadership.
- Professional Development: Take advantage of continuous learning opportunities and avenues for career growth.
- Inclusion: Join a Business Resource Group and share cultural, experiential, or job-related interests, experiences, and/or backgrounds.
- Impactful Contributions: Play a pivotal role in developing industry-leading solutions that make a significant difference in legal practice and client service.

Duties:

Your Role:

As a Practice Management Administrator within our Litigation department, your responsibilities include financial, personnel, and administrative management. You will:

Financial Management
- Oversee the preparation and distribution of monthly productivity metrics for lawyers and practice groups; analyze data and report findings to the DPM and DC.
- Coordinate office visit materials for department management and outline potential discussion points for DPM and DC.
- Contribute to the second and fourth quarter collection campaigns and monitor billing compliance and deadlines.
- Manage new matter intake and ensure compliance with firm policies.
- Evaluate and approve non-billable expenses, professional licensing, industry memberships, and continuing education requests.
- Assist with annual budgeting process.
- Oversee ACL timesheet policy compliance.
- Train administrative business professionals on department procedures related to expense management and financial reporting metrics.
- Participate in monthly financial reviews and follow up on action items.

Personnel and Talent Support
- Maintain and update department staffing, rosters, and mentor/mentee assignments.
- Coordinate onboarding, integration, and departures of associates and attorneys.
- Manage associate and attorney departures, leaves of absence, and secondment requests.
- Participate in associate and attorney lateral integration sessions.
- Plan and execute department training programs, including annual extended training program for fall associates, the bi-annual eDiscovery boot camps, and bi-annual deposition training sessions.
- Oversee Workday approvals and assist with the implementation of inclusion initiatives.
- Update departmental policies and procedural documentation.

Administrative and Organizational Leadership
- Prepare meeting agendas, notes, and financial presentations for department leadership.
- Support the DPM and DC with scheduling and coordination of meetings and events.
- Participate in client, departmental, and firm-sponsored events as needed.
- Serve as a trusted resource and point of contact for all Litigation Department matters.
- Lead or support special projects to advance departmental goals.

Skills/qualifications:

What We're Looking For:

- Prudence: Creative problem-solving ability plus sound judgement, discretion, and protection of confidentiality.
- Growth Mindset: Self-motivated with a passion for continuous learning and problem-solving.
- Communication: Strong verbal and written communication abilities.
- Detail-Oriented: Keen attention to detail with the ability to manage multiple priorities and deadlines independently.

Required Experience:

A bachelor's degree and 5+ years' work experience in law firm operations or related business roles is required for this role. Success in this position requires a high level of proficiency with technology, data, and process management, as well as exceptional organizational, strong interpersonal abilities, and creativity in approaching challenges.

The salary range for this position is from $100,000 – $120,000, which reflects the Firm's good faith and reasonable estimate of possible compensation at the time of posting. Actual pay will depend on several factors such as the candidate's experience, qualifications, and location.

Ballard Spahr offers an excellent benefits package. A summary of available benefits can be found here in the Careers section of the firm's website.

Ready to Grow with Us?

If you are ready to play a vital role in the Firm's success, we encourage you to apply and be a part of our commitment to excellence.

For immediate consideration, please apply online.

At Ballard Spahr, we believe that our skills, perspectives, and backgrounds drive innovation and excellence, while our unique culture fosters collaboration and success. Our culture of thriving together forms the cornerstone of how we deliver exceptional service and position our firm for a strong future. We welcome and encourage applicants from all backgrounds to apply.

Ballard Spahr is an equal opportunity employer. We offer equal consideration to all qualified applicants, regardless of race, ethnicity, religion, age, national origin, handicap or disability, citizenship, sex, pregnancy, childbirth or related medical condition, sexual orientation, gender identity and expression, transgender status, sex stereotyping, genetic information, ancestry, veteran status or any other category protected by applicable law.