



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement Number: 21-04
Opening Date: September 13, 2021

VACANCY ANNOUNCEMENT

JOB TITLE: Space and Facilities Administrator (Full-Time, Permanent)

SALARY RANGE: \$71,627 - \$138,450 (CL 28 - CL 29)
Starting salary commensurate with qualifications and experience.
Promotion potential to CL 29 may occur without further competition.

CLOSING DATE: Open Until Filled
To ensure first consideration, submit applications by September 30, 2021.

POSITION OVERVIEW

The Space and Facilities Administrator oversees and coordinates multiple projects including courthouse construction, renovation, remodeling, tenant alteration projects, and security projects within the U.S. Court of International Trade while ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent manages the day-to-day building management issues, and space and facilities projects. Additionally, the incumbent maintains a Contracting Officer certification and oversees and administers the professional, technical, and organizational work related to various procurement programs.

DUTIES AND RESPONSIBILITIES

- Manage and address day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security, and space planning.
- Prepare procurement authority and payment of reimbursable work authorizations to the General Services Administration. Prepare requests for purchases, miscellaneous services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts.
- Attend project or construction meetings as a representative of or advisor to the Court's management team and Court liaison with GSA, Space and Facilities Division of the Administrative Office, vendors, and contractors on assigned projects. Coordinate scheduling, plan, and communicate, and resolve the resultant affects on the court and occupants.
- Schedule and coordinate moves of departments, divisions and judges' staff related to facility changes.
- Manage inspections against all types of work orders (Reimbursable Work Authorizations, Purchase Orders, etc.).
- Coordinate efforts of various entities to ensure timely action on accomplishment of successive phases of the work. Conduct periodic meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all concerned parties are advised of requirements, changes, problems, and potential solutions and document accordingly.
- Guide the development of and maintain project schedules, action items, issues, risks, project budgets and requirements related to the project, leveraging software-based project management tools. Maintain records of cyclical maintenance and renovation project scopes.
- Plan and oversee renovation and alteration projects, including planning, design, execution and monitoring through to project close-out stages.
- Ensure that court requirements are met by the General Services Administration (GSA) and contractors in accordance with the *U.S. Courts Design Guide* and applicable judiciary and court policies.
- Provide technical advice and recommendations to judges, unit executives, and management to assist in defining court design, construction, renovation or security needs. Prepare and present visual aids with finish and design options to assist customers with decision making. Maintain basic knowledge of vendors and furniture and furnishing product offerings.
- Prepare and present reports on project status and/or funding requirements to judges, unit executives, and management.
- Reconcile and verify court space with GSA drawings and statements and attend building tenant meetings, as required.
- Make recommendations or determinations regarding deviations from schedule and actions which alter operational characteristics of the project.

- Participate in the coordination of project security issues with the U.S. Marshals Service as they relate to court space.
- Maintain the Court's Continuity of Operations Plan (COOP) documentation.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Process incoming payments received via mail and over the counter. Interact with public customers to receive payments and provide receipt. Reconcile payments received by mail with the Mail Clerk.
- Facilitate the needs of the Administrative Services section by providing support for the issuance of Facility Access Cards, scheduling the use of Court Facilities, and providing support for periodic audits and internal control assessments.
- Occasional travel to training conferences, vendor offices, supply sources and other work-related locations is required.
- Perform other related duties, as assigned or required.

QUALIFICATIONS

A minimum of four years of progressively responsible work experience involving space planning, move coordination, design, construction or alteration, procurement, and familiarity with facilities security. Ability to review and analyze construction documents and cost estimates. Must be highly organized and be able to prioritize, coordinate and manage multiple projects and meet established deadlines. Ability to be flexible and adapt to unanticipated needs and resolve issues and problems in a timely matter. Must possess excellent analytical, critical thinking and problem solving skills. Skilled in working with and negotiating effectively with vendors, contactors, and other service providers. Skilled in researching, interpreting guidelines, rules, regulations and policies related to purchasing and contract specifications. Must be customer service oriented and possess excellent communication and interpersonal skills. Skilled in oral presentation of technical matters to individuals and groups with varying technical knowledge. Ability to use tact and diplomacy in dealing effectively with judges, managers, staff, and external customers. Knowledge of and skill in using computer technology. Ability to work with spreadsheets, financial systems, and project management applications. Ability to lift or move moderately heavy objects may be required. Must be able to spend a significant portion of the business day moving around the facility as required. Bachelor's degree from an accredited college or university is required. Master's degree from an accredited university in business, project management, space design, or supply/logistics or related field is preferred. Ability to use AutoCAD to produce design and construction documents is a plus. Familiarity with the U.S. Courts Design Guide and Federal General Services Administration Regulations is desirable.

BENEFITS

The Judiciary offers a comprehensive benefits package that includes, in part, paid holidays, paid vacation and sick leave, life insurance, health benefits, long-term care insurance, flexible benefit programs, Federal Employees' Retirement System, and Thrift Savings Plan. For more information about the major benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>. In addition, the Court offers a public transportation subsidy, an employee recognition program, and access to the fitness center.

OTHER INFORMATION

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee is subject to a background check and/or investigation and subsequent favorable suitability determination.
- The selectee to a high-sensitive position is subject to an updated background investigation every five years.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- The federal courts are Equal Employment Opportunity Employers.

HOW TO APPLY

For consideration, qualified applicants must submit the following:

1. a cover letter detailing relevant experience and how you satisfy the qualifications for the position;
2. a résumé; and
3. an [Application for Judicial Branch Federal Employment](#) (AO 78). The AO78 Form is available on the U.S. Courts website at www.uscourts.gov.

Applications should be emailed as a single PDF attachment to applications@cit.uscourts.gov. Include the title of the position and vacancy announcement number in the subject line of the email. Applications received by September 30, 2021 will receive first consideration.

Incomplete applications will not be considered. Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.