



*United States District Court
District of Alaska
222 W. 7th Avenue, Box 4, Rm 229
Anchorage, Alaska 99513
www.akd.uscourts.gov*

Position: Space and Facilities Administrator - Job # USDC 18-18 (Permanent, Full-time)

Opening Date: November 15, 2018

Closing Date: December 3, 2018

Starting Salary: \$54,319 - \$88,347 (CL-27); salary commensurate with experience plus 3.74% COLA

Location: Anchorage, Alaska

This position is located in the Clerk's Office of the United States District Court. It is a shared services position, which provides support to the United States District Court and United States Probation & Pretrial Services Office, including divisional offices in Fairbanks, Juneau, Ketchikan and Nome. The incumbent performs administrative, technical, and professional building management, space planning, project management, and day-to-day issues. The Space and Facilities Administrator reports to the Administrative Manager.

REPRESENTATIVE DUTIES:

- Project work: Assesses, documents, prioritizes and responds to project needs/problems. Schedules, attends and participates in project meetings as a representative of or advisor to the court's management team to ensure construction compliance. Prepares reports and provides update briefings to appropriate judicial officers.
- Coordinates, reviews and accepts work performed by Court and General Service Administration (GSA) consultants.
- Assists with cyclical maintenance schedules and purchases of furniture.
- Schedules and coordinates moves of departments, divisions and judges' staff related to facility changes. Coordinates all systems requirements for assigned projects.
- Serves as Court liaison with GSA, Space and Facilities Division of the Administrative Office, the Circuit, various court agencies, or any other contractors on assigned projects.
- Monitors, coordinates, and reacts to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security, and space planning.
- Procurement authority and payment of reimbursable work authorizations to the GSA.
- Prepares or obtains drawings and specifications for projects. Coordinate project budgets and project schedules. Work with GSA and/or project architects to ensure project completion. Work with independent project consultants.
- Maintains files related to facilities management, space planning, and space and facilities projects.
- Performs back up duties for the procurement and financial specialist.
- Travels to other divisional offices, as needed.
- Performs other duties as assigned.

QUALIFICATIONS:

To qualify for this position, an individual must have a bachelor's degree from an accredited institution in property management, facility management, or project management or related field. Skill in drafting written requests for work preferred. Ability to research, interpret and implement federal guidelines, rules, regulations, and policies related to purchasing also preferred. Prospective candidates should have at least two years of general experience, and at least two years of specialized experience as defined below related to interior design, space planning, and project management. Experience can be obtained through an internship or graduate program.

The incumbent must demonstrate the ability to work with all levels of staff in an organized and professional manner, foster collaboration and teamwork skills, demonstrate exceptional knowledge and judgment, and have the ability to effectively communicate both orally and in writing.

Specialized experience:

Progressively responsible administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, Thrift Savings Plan, choice of a health benefit plan from several options, dental, vision, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases.

APPLICANT INFORMATION:

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Applicant must be a United States citizen or eligible to work in the United States. Judiciary employees serve under excepted appointment and are considered "at will" and can be terminated with or without cause by the court. All information provided by the applicant is subject to verification and false statement or omissions of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

APPLICATION PROCEDURE:

Qualified candidates may apply by e-mailing the following:

- a cover letter stating the reason for your interest in the position
- resume outlining work history
- AO-78, [Application for Federal Employment](#)
- send as a **single .pdf document** to: HR@akd.uscourts.gov

Incomplete applications may not be considered.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The United States District Court is an Equal Opportunity Employer