



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

SPACE & FACILITIES ADMINISTRATOR

Announcement Number USDC 23-08
Announcement date October 19, 2023
Closing Date Open Until Filled
Salary Range CL 27 (\$62,297 to \$101,299) salary commensurate with experience and qualifications plus 2.01% COLA
Location U.S. District Court and U.S. Probation Office, Anchorage, Alaska

POSITION OVERVIEW - 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, and Juneau. The incumbent performs administrative, technical, and professional building management, space planning, project management, and day-to-day duties. 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.
- Coordinates 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.
- Adheres to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures on procurement practices.

- Performs duties for the procurement and financial specialist to include procure supplies and equipment.
- Serves as Level 3 contracting officer and meet continuing education requirements.
- Some after hours work is required to monitor contractors.
- Travels to other divisional offices, as needed.
- Performs other duties as assigned.

QUALIFICATIONS -

To qualify for this position, candidates must have a high school diploma or equivalent and have two years of specialized experience, including at least one year to work at a CL-26.

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. The ideal candidate will have knowledge of government procurement procedures, guidelines, policies and protocols.

Candidate must possess unquestioned integrity, trustworthiness, character, and the ability to maintain confidentiality; demonstrate sound and mature problem-solving skills and judgment in handling sensitive material; exhibit a professional and positive demeanor and a customer-focused attitude.

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 - The United States District Court and United States Probation & Pretrial Services Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under the “Excepted Appointment” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Benefits include participation in the Federal Employees’ Retirement System which contributes to the Social Security Retirement Program, Federal Employees’ Health Benefits, Federal Employees’ Group Life Insurance, Thrifts Savings Plan (similar to a 401(k) plan with employer matching contributions), paid holidays and annual/sick leave accrual. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/careers/benefits>.

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.

HOW TO APPLY -

Qualified candidates must submit ALL of the following documents in ONE PDF format:

- 1) A cover letter detailing how your qualifications meet the job requirements;
- 2) A current resume;
- 3) At least three professional references with current contact information; and
- 4) A completed, [Application for Judicial Branch Federal Employment, form AO 78](#).

Attachments should be submitted as Microsoft Word or Adobe Acrobat .pdf documents to HR@akd.uscourts.gov.

This position is subject to mandatory electronic direct deposit of salary payments. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal or an offer of employment, or dismissal after being employed.

The United States District Court is an Equal Opportunity Employer