



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ALABAMA**
<https://www.alnd.uscourts.gov/>

JOB OPPORTUNITY NUMBER: ALND 24-01

POSITION: Space and Facilities Administrator

LOCATION: Birmingham, AL

OPENING DATE: January 11, 2024 CLOSING DATE: Open until Filled

*** Applications received by February 18, 2024, will receive priority consideration. ***

CLASSIFICATION LEVEL: CL 28 (possibility of promotion without further competition)

STARTING SALARY: \$87,773 - \$114,133

The actual starting salary is dependent upon experience and qualifications.

SUMMARY

The Clerk's Office of the U.S. District Court for the Northern District of Alabama is comprised of over 50 professional staff providing administrative and operational support to 15 federal judges and their staffs located across 7 geographical divisions.

POSITION OVERVIEW

This position is organized in the Administrative section of the U.S. District Court Clerk's Office, with direct and/or oversight responsibilities for facilities maintenance, identifying building issues, drafting specifications, coordinating with the General Services Administration (GSA), coordinating space projects, and advising senior managers and judges on various space matters. **Travel between the geographical divisions is necessary to interact with building managers, identify deficiencies, and oversee ongoing projects. Most travel trips can be accomplished over a single workday. Limited situational telework may be available per policy at the discretion of the Clerk of Court.**

DUTIES AND RESPONSIBILITIES

- Manage a team, including Operations and Maintenance contractors, that researches, analyzes, and plans for building maintenance, construction projects, and future requirements for multiple federal courthouses/buildings.
- Support the procurement of supplies, equipment, and services. Prepare and present periodic project/maintenance status and funding reports.
- Supervise and prepare specifications, solicitations, requests for quotations/proposals, and Reimbursable Work Authorizations (RWAs); ensure proper research of products and equipment; and review product/equipment specifications and pricing.
- Serve as a technical liaison between contractors, the procurement office, and all stakeholders. Coordinate maintenance, repairs, renovations, installations, and upgrades with the U.S. Marshals Service, GSA, and other agencies, as needed.

- Evaluate and monitor contract performance to ensure compliance with obligations.
- Assess, document, prioritize, and respond to project problems. Ensure construction compliance. Prepare progress reports and provide update briefings.
- Maintain project files related to specific building projects and general files related to facilities management, space planning, furniture acquisition, building maintenance, etc.
- Manage, review, and accept work performed by Court and GSA consultants hired to address building operations and construction project requirements.
- Serve as point of contact for and maintain oversight of district rent matters. Monitor rental payments to ensure accuracy and conformity with Judiciary rent management guidelines. Reconcile and verify court space and resolve rent bill issues with the Administrative Office of the U.S. Courts (AO), GSA, and court personnel, as needed.
- Oversee and coordinate department, division, staff, and judge moves. Develop furniture layouts and assist in selection of furniture and furnishings.
- Identify and address items that affect the operations of court facilities, including regular maintenance and system testing, health-safety requirements, and heating, ventilation, and air conditioning (HVAC) operations, ensuring adherence to the U.S. Courts Design Guide, GSA policy, USMS policy, and any other applicable guidelines.
- Identify and recommend tenant alteration and cyclical maintenance projects on a recurring basis, to include tracking historical projects. Reconcile overtime utility bills.
- Responsibility for Facility Security Committee and Occupant Emergency Organization meetings. Maintain a repository of security and emergency preparedness documents.
- Assist with record inventory listing updates for accountable property and proper inventory reconciliation, as needed. Ensure the disposition and redistribution of excess equipment and furnishings is consistent with existing guidelines, as required.
- Remain knowledgeable of latest federal government guidelines on facility management. Assist in writing and/or revising space and facilities operating procedures.
- Manage special projects and perform other duties, as assigned.

CONDITIONS OF EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).
- Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- Positions with the United States District Court Clerk's Office are **Excepted Service** appointments. Excepted service appointments are at-will and can be terminated with or without cause by the Clerk of Court.

MINIMUM QUALIFICATIONS

Applicants must have a minimum of five years of specialized experience that includes progressive knowledge and responsibility in facilities management, project management, and/or government acquisitions. Experience with federal or state government processes is preferred.

The most competitive applicants will show they are self-motivated and self-managed; able to develop strong professional relationships for quality partnerships and collaboration; and experienced in performing quality assessments and inspections to manage building deficiencies.

Other Requirements: The incumbent must be detail-oriented and possess strong interpersonal, organizational, customer service, and problem-solving skills; able to communicate accurately, effectively, and timely with colleagues, senior executives, and across agencies; and skilled in the use of automated systems and software, including word processing, spreadsheets, and databases.

EDUCATION

Applicants must possess a high school diploma and a bachelor's degree. A graduate degree in architecture, engineering, planning, project management, or a similar field of study is preferred.

BENEFITS

A generous benefits package is available and includes:

- Paid annual leave (13-26 days, depending on federal service accrued)
- Paid sick leave (13 days)
- Paid holidays (11 days)
- Retirement benefits (e.g., immediate matching contributions in the Thrift Savings Plan)
- Optional participation in Federal Employees' Health Benefits, supplemental Dental and Vision Insurance, and Federal Employees' Group Life Insurance

APPLICATION INFORMATION

Interested applicants must submit four (4) items combined into a single PDF:

- 1) a cover letter;
- 2) a resume;
- 4) a list of professional references; and
- 3) a completed Federal Judicial Branch [Application for Employment \(AO 78\)](#).

Submit materials electronically to personnel@alnd.uscourts.gov. Hard copies and faxed copies of applications will not be accepted.

Only applicants selected for an interview will be contacted.

The U.S. District Court is an Equal Opportunity Employer.