



**United States District Court
Southern District of Ohio**
<http://www.ohsd.uscourts.gov/>

VACANCY ANNOUNCEMENT

June 28, 2022

Vacancy Announcement Number – 22-07

Space & Procurement Administrator

Duty Station – Cincinnati, Columbus, or Dayton

Salary: CL 28 (\$65,505 - \$107,418)

**Open until filled with first preference given to complete applicant packets received by:
Wednesday, July 20, 2022, at 11:59 p.m.**

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - Form AO 78 (12/21), available on the court website. The optional background information, page 5 of the Application, is required.

The Space & Procurement Administrator has primary responsibility for the management and oversight of all space and facilities projects initiated by the court or the General Services Administration (GSA). Responsibility includes the planning, design, technical review and financial management planning for all space and facility projects, and district-wide coordination of all building activities for the court unit. The Space & Procurement Administrator performs advanced procurement activities requiring advanced knowledge of procurement policies and practices. The Space & Procurement Administrator performs activities which include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 261 individuals including twenty-seven Judicial Officers, Chambers Staff, the Clerk's Office staff, the U.S. Probation Office's staff and U.S. Pretrial Services Office's staff; located in the Cincinnati, Columbus, and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new or renovated space and facilities and submit for approval. Verify RWA charges and authorize payment. Prepare purchase orders and payment authorizations in automated system.
- Review GSA contract specification documents and blueprints to ensure compliance with the *U.S. Court Design Guide*, and the court's preference. Document and report deviations or non-compliance issues. Participate in all project planning and design meetings.
- Make recommendations to appropriate individuals regarding improvements, changes in procedures, or other actions.
- Develop furniture layouts and assist in selection and procurement of furniture and furnishings. Prepare purchase orders and payment authorizations.
- Create move coordination plans which include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment and lines. Serve as move coordinator.
- Travel to divisional offices as necessary to assist with moves.
- Prepare all court reports and requests for space which involve surveys of existing space and new space requirements due to new judges and/or courthouses. Coordinate such requests with the Administrative Office.

- Provide technical advice and recommendations to judges and unit executive to assist in defining courthouse design, construction, or renovation needs. Direct and assume responsibility for all phases of construction, renovation, and alteration projects, including oversight of design and construction aspects through project close-out stages.
- Act as court's liaison with the GSA and contractors on court projects. Conduct meetings and coordinate the efforts of various entities to ensure the completeness and timeliness of project delivery. Make recommendations or determinations regarding deviations from schedule and actions which alter operational characteristics of the project. Ensure project security issues are coordinated with the U.S. Marshals Service as they relate to court space.
- Reconcile and verify court space with GSA drawings and statements and attend all building security and tenant meetings, as required.
- Oversee routine and cyclical building maintenance, repairs, and renovations and manage all rent, space, and other similar tenant issues through coordination with GSA. Maintain database of all cyclical maintenance.
- Attend conferences, training, and meetings as required. Serve as a liaison for the unit executive with other agencies, outside vendors, and local building management.
- Serve as part of the team responsible for planning and implementing the court's *Continuity of Operations Plan* (COOP) and *Occupancy Emergency Plan* (OEP); ensure both plans are updated on a regular basis, and schedule review and testing programs, as necessary.
- Manage, develop, and provide guidance to support staff involved with procurement, building management, and space and facilities activities, including establishing work procedures, assigning, and reviewing work, evaluating performance, and overseeing daily operations.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures* on procurement practices. Prepare spreadsheets and maintain databases to track certain expenditures. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history.
- Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.
- Collect, review, audit, and analyze data and information, such as court operations and activities, budget and financial data, and other similar statistical data. Develop reports based on historical and current data to determine trends and areas for efficiencies.
- Perform other related duties as required.

JUDICIARY SPECIFIC QUALIFICATIONS: For current Judiciary employees, promotion to or placement at;

- CL 28, Two years of specialized experience, including at least one-year equivalent to work at the CL-27.

GENERAL EXPERIENCE: Advanced use of and experience with Microsoft Windows and Office products and standard project management applications. Experience in the review and analysis of construction documents and cost estimates. Critical thinking, attention to detail, analytical skills. Must be able to communicate effectively with team members regarding collaborative tasks. Excellent organization skills with the ability to multi-task, prioritize, follow through, and meet deadlines in a fast-paced environment. Excellent written and verbal communication skills. Ability to adjust priorities quickly as circumstances dictate.

PREFERRED QUALIFICATIONS:

Undergraduate degree in Facility Management, Project Management, Business, or related field and experience working in a legal/and or court environment.

Benefits:

Please review the extensive federal benefits on the United States Courts website:

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

Conditions of Employment:

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements

www.uscourts.gov.

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

How to apply:

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Note: This system will not let you continue without uploading all documents.

If you fail to provide these documents, your application package will be considered incomplete and will not be considered any further.

Travel and relocation expenses will not be reimbursed.

The U.S. District Court reserves the right to amend or withdraw any job announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

The U.S. District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.