



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date:	June 20, 2016	Grade Range:	CL 27-01 to CL 29-61
Job Announcement No.:	2016-21	Salary Range:	\$51,986 - \$120,450
No. of Vacancies:	One	Closing Date:	Tuesday, July 5, 2016
Position Title:	Space and Facilities/Procurement Administrator		

To apply: Applicants must submit a cover letter, resume and application to the Human Resources Department by Tuesday, July 5, 2016. For further information, please see directions under "Notice to Applicants" listed below.

POSITION OVERVIEW

The United States District Court for the Northern District of Illinois is currently accepting applications for a Space and Facilities/Procurement Administrator. This position is located in the office of the Clerk of Court and reports directly to the Administrative Services Manager. The Space and Facilities/Procurement Administrator leads Space and Facilities/Procurement staff, manages projects, supervises and/or performs duties such as the following:

POSITION DUTIES AND RESPONSIBILITIES

The Space and Facilities/Procurement Administrator performs the following duties:

- This position serves as part of the court's management team.
- Procures supplies, equipment, services, and furnishings from government/non-government sources through new contracts, competitive bids or existing governments contracts. Procures reimbursable work authorizations to the General Services Administration (GSA). Works with GSA, project architects, and government/non-government sources to ensure project completion. Plans and coordinates time and delivery of purchases/projects.
- Procures and coordinates construction projects and renovations.
- Monitors project work. Assesses, documents, prioritizes, and responds to project problems. Participates in project or construction meetings as an advisor representing the court. Designs space and furniture plans to optimize space utilization. Prepares or obtain drawings.
- Monitors, coordinates, and reacts to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security and space planning.
- Monitors maintenance and equipment rental agreements; reviews cost of materials necessary to completely furnish an office and oversees the competitive bid process.
- Maintains an accounting of all monies expended as well as the amount remaining in the current budget; participates in the formulation of the annual budget according to the needs of the court. Performs budget duties in the Administrative Services Manager's absence.
- Supervises and trains a staff of four Space and Facilities/Procurement Specialists.

- Maintains purchasing records and reports for audits.
- Prepares correspondence and conducts meetings with vendors to ensure materials are correctly priced.
- Serves as a liaison with General Services Administration, vendors, and the Administrative Office.
- Maintains and issues inventory reports periodically.
- The employee in this position is responsible for contributing to a positive and productive work environment.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Applicants must have excellent written and oral communication skills to negotiate contracts with vendors and interact with court staff. Some supervisory experience preferred. The successful candidate will possess exceptional organizational skills to coordinate construction projects without interrupting the business of the court. This position requires exceptional attention to detail. The ideal candidate should have knowledge of procedural and accounting policies and have an understanding of how to apply those policies to the various functions of the position. The candidate should have the ability to analyze, organize, and streamline current working procedures and to develop written internal controls. The incumbent will be required to perform regular lifting of materials in excess of 50 pounds.

COMPENSATION

To qualify at the CL 27, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 26 level. To qualify at the CL 28, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 27 level. To qualify at the CL 29 level, applicants must have two years of specialized experience, including at least one year equivalent to work at the CL 28 level. Specialized experience is progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

EMPLOYEE BENEFITS

Benefits information may be viewed at: <http://www.ilnd.uscourts.gov/Pages.aspx?page=benefits>

NOTICE TO APPLICANTS

Serious consideration will be given to those who apply via the U.S. District Court, Northern District of Illinois website by providing a cover letter, resume, and application. Job announcements and employment applications may be obtained by visiting our web site at:

<http://www.ilnd.uscourts.gov/Pages.aspx?page=jobpage>

Please send your cover letter, application, and resume in a single pdf to:

human_resources_ilnd@ilnd.uscourts.gov. Application materials must be received by the Human Resources Department by Tuesday, July 5, 2016.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

This is a high sensitive position; the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. Applicants must be U.S. citizens or eligible to work in the United States.

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.