



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
OFFICE OF THE CLERK  
Tampa Division**

**VACANCY ANNOUNCEMENT**

**Facilities Coordinator**

CL 26 \$45,321 - \$56,647\*

Announcement No. 19-35 Position Closes: When filled Available: Immediately

**Representative Duties**

The Facilities Coordinator performs administrative, technical, and professional building management, including inventory, space planning, project management, and day-to-day issues. The Facilities Coordinator ensures compliance with guidelines, policies, and internal controls. The Facilities Coordinator reports to the Space and Facilities Manager.

- Monitor, coordinate, and address day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security, and space planning.
- Prepare procurement authority and payment of reimbursable work authorizations to the General Services Administration.
- Monitor project work. Assess, document, prioritize, and respond to project problems. Attend project or construction meetings as a representative of or advisor to the court's management team.
- Work with court units to maximize work place efficiency.
- Maintain files related to facilities management, space planning, and space and facilities projects. Prepare Requests for Purchases. Procure equipment, supplies, miscellaneous services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Receive deliveries. Protect and deliver invoices and packing slips on all procured furniture and equipment items.
- Schedule and coordinate moves of staff, departments, and judges. Coordinate all systems associated with each move including telephone, computer, audio, and security. Assure all requirements are in place for assigned projects including hardware, wiring, software, and funding.
- Serve as the court's liaison on assigned projects to GSA, Space and Facilities Division of the Administrative Office, the Court of Appeals for the Eleventh Circuit, court agencies, vendors, and contractors. Provide facilities, property, and procurement support to judicial officers and Clerk's office staff.
- Perform inspections against each work order including Reimbursable Work Authorizations and Purchase Orders.
- Monitor, assess, document, and prioritize progress on each on-going projects. Attend project meetings.
- Assist court management team or others in establishing and maintaining project schedules.
- Perform equipment and furniture inventories. Assist in conducting a biennial physical inventory of FLMD accountable property.
- Travel to each of the five Middle District of Florida courthouses to assist with Space & Facility issues.

**Minimum Qualification Requirements**

The successful candidate will possess three years of progressively responsible professional or administrative experience related to the interior design, space planning and move coordination, and have familiarity with building codes. Ability to negotiate with vendors, and work with judges, managers and deputy clerks. Auto cad and computer literate. Excellent written, oral and interpersonal skills required. A four year college degree in a related field is preferred. Familiarity with the U.S. Courts Design Guide is not required but is highly desirable. Some lifting will be required as well as the ability to use small hand tools to assemble furniture, hang frames, and complete installations.

## **Information for Applicants**

### **To apply:**

- Email a cover letter and resume together as one single PDF application file to: resume\_orl@flmd.uscourts.gov
- Your PDF application file name must be "last name, first name" (e.g. Smith, John)
- The email subject line must be "attention 19-35"

Due to the number of resumes received, only applicants selected for interviews will be contacted.

## **THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

Applicants must be a U.S. citizen or eligible to work in the United States.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The selected candidate will be subject to a background check as a condition of employment.

\* Starting salary commensurate with work experience, previous federal government service, and prior pay history.

## **Employee Benefits**

Employees of the United States Courts serve under excepted appointments and are considered "at-will" employees. They are, however, eligible for a comprehensive federal government benefits package including participation in the Federal Employees Retirement System (career employees), choice of a health benefit plan from several options, dental insurance, life insurance, long term disability insurance, long term care insurance, annual/sick leave, federal holidays, and periodic salary increases. See the United States Courts Website for an overview of Federal Judiciary benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population over ten million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office provides clerical and administrative support to all areas of the federal judicial administrative process.