



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

VACANCY ANNOUNCEMENT

Facilities Coordinator

CL 26 \$44,562 - \$55,720 to start*

Announcement No. 19-02 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 19-02"

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

An applicant must be a United States citizen or eligible to work in the United States. An employee is 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. The starting salary is commensurate with work experience, federal government service, and pay history.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYEE BENEFITS

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in a retirement program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

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