



SUSAN SOONG
Clerk of Court

San Francisco Division
450 Golden Gate Avenue
San Francisco, CA 94102

Oakland Division
1301 Clay Street
Oakland, CA 94612

San Jose Division
280 South 1st Street, Room 2112
San Jose, CA 95113

**Eureka-McKinleyville
Division**
3140 Boeing Avenue
McKinleyville, CA 95519

CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

The United States District Court is an equal opportunity employer.

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: PROPERTY & PROJECT MANAGER

Classification Level: CL 28

Salary Range: \$67,426 - \$109,617 (Depending upon Experience and Qualifications)

Location: San Francisco, San Jose, Oakland, CA

Opening Date: December 21, 2016

Closing Date: Open Until Filled. Priority will be given to applications received by January 12, 2017

Number of Positions: 1

POSITION OVERVIEW

The Property & Project Manager is part of the Administration Department Procurement & Facilities Unit of the District Court Clerk's Office, and reports to the Chief Deputy of Administration and the P&F Administrator. The position plays a key role in managing and monitoring space and facilities projects undertaken by the Court and/or the General Services Administration (GSA) and will have primary responsibility for space and facilities projects in the court's San Francisco, Oakland, San Jose and McKinleyville courthouses. Key responsibilities include: participating in planning and design and project budgeting; reviewing architectural, engineering and technical plans and drawings; overseeing space and facilities projects; and acting as space and facilities liaison to GSA, the Ninth Circuit Space and Facilities Division and other key partners on space and facilities matters. The position is based in San Francisco and frequent travel to Oakland and San Jose is required.

Primary duties include:

- Managing and coordinating space and facilities projects to include new construction and renovation, project scope and budget preparation, and timelines and scheduling.
- Translating functional requirements into a space needs plans and defining project design objectives.
- Developing and/or updating feasibility studies, space analyses, relocation plans and facilities policies and procedures.
- Working closely with the clerk of court, court managers, the design coordinator, space and facilities liaison judges, GSA, the Ninth Circuit S&F Division, general contractors, service providers, architectural and engineering consultants and other key partners.
- Reviewing construction drawings and specifications, analyzing cost estimates, negotiating fees and costs, and resolving issues from preliminary design through construction and warranty period.
- Coordinating the efforts of various entities to ensure timeliness in the accomplishment of successive phases of construction work. Conducting

meetings with concerned parties to review progress, discuss problems, and participate in finding solutions. Keeping parties fully apprised of project status, additional requirements, and scope changes.

- Reviewing GSA construction specification documents and plans to ensure compliance with the U.S. Court's Design Guide and with the court's preferences and requirements; documenting and reporting on deviations or non-compliance issues. Participating in S&F project planning, budgeting, design, and construction meetings. Reporting and presenting space and facilities information to the court's managers, judges and other stakeholders or interested parties.
- Performing cost evaluation and control at each step of a project to ensure that projects do not exceed budget and comply with stated objectives.
- Making recommendations for improvements and changes in S&F procedures.
- Conducting regular construction site visits to monitor progress and compliance with the U.S. Courts Design Guide and preparing progress reports and punch lists for work that needs to be redone.
- Coordinating infrastructure work related to courtroom technology and audio/visual upgrades and new installations, and coordinating with the IT Director and IT team.
- Participating in the preparation of 'Any Court' reports (future space planning needs assessment process) surveys and analyses of existing space by working closely with the Circuit and the Administrative Office of the U.S. Courts.
- Coordinating and overseeing routine and cyclical building maintenance, repairs and renovations, and security system installations with GSA and the U.S. Marshal's Service.
- Maintaining a database of cyclical maintenance projects undertaken.
- Developing short and long term maintenance plans, including anticipated costs, duration, sequencing and other relevant information.
- Serving as a Custodial Officer for furniture and other S&F equipment and property. Ensuring that the Master Property List is current. Coordinating with the Disposal Officer on the list of items to be disposed of (broken and discarded items) or offered as excess/surplus.
- Verifying court space data using GSA drawings and statements, when necessary reconciling and correcting differences, and attending S&F tenant meetings.
- Working as part of the space and facilities design and planning team by developing furniture layouts and assisting judges and staff in the selection and procurement of furniture and furnishings.
- Preparing S&F related purchase orders and payment authorizations.
- Serving as moving coordinator and designing moving coordination plans that include detailed schedules and phasing plans; communicating with staff and judges on moving plans and phases; and coordinating with IT on the movement of electrical/data/telecommunications equipment and lines.
- Preparing Reimbursable Work Authorizations (RWA) and related correspondence for new or renovated space and facilities and submitting same for approval. Verifying RWA charges, certifying project deliverables and authorizing payment, to include preparing purchase orders and payment authorizations. Assisting in the preparing of justifying

documentation for new space requests.

- Performing such other duties as may be assigned, such as emergency preparedness and response, facility security, and ergonomic evaluations and training.

QUALIFICATIONS

Required Qualifications

At least five years of experience in:

- Architectural and engineering drawing review and a thorough understanding of how to read and review A&E drawings.
- Architectural and engineering project management.
- Project management in either government or commercial renovation/construction settings.
- Facilities/building management.
- Space planning, design, and furniture specification.

Proven experience in:

- Dealing with demanding clients and excellent communication, presentation and diplomatic skills.
- Negotiating deliverables and overseeing contract compliance.
- Managing multiple projects at a time.
- Developing and monitoring project budgets.
- Preparing project reports and making presentations.

Applicants must have sound judgment, integrity and tact; possess excellent communication and presentation skills; be capable of dealing with professionals at all levels; have strong and proven project management skills; be a highly motivated self-starter who takes initiative, is a good steward of resources, is highly organized, and maintains a professional appearance and demeanor at all times.

Required Education:

The successful candidate must have at a minimum a bachelor's degree from an accredited college or university in a relevant field. A Bachelor's or Master's degree in Architecture, Construction Management or Facilities Management from an accredited college or university is a plus.

Desirable Certifications:

- Certified Facilities Manager/Professional (CFM/CFP) from the International Institute of Facilities Management.
- Project/Program/Portfolio Management Professional from the Project Management Institute.
- Construction Manager from the Construction Manager Certification Institute.

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the

policies and guidelines set forth in the Judicial Salary Plan. Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages. The court is not authorized to reimburse travel expenses for interviews or relocations.

Interviewing Non-Citizens and Making Offers of Future Employment: Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b (a) (3) (B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

APPLICATION PROCEDURE

To be considered for this position, please submit a resume detailing your education and work experience, a cover letter, and three professional references. The cover letter should specify the position for which you are applying, identify how your education relates to the duties and responsibilities outlined, describe in some detail your space and facilities project management experience, and describe your approach to managing projects.

Applications without a resume, cover letter addressing qualifications, and three references will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

United States District Court-NDCA
Attn: Human Resources (FY17-06)
450 Golden Gate Avenue
San Francisco, CA 94102
Or via email to: hr@cand.uscourts.gov