

**UNITED STATES BANKRUPTCY
COURT EASTERN DISTRICT OF
TEXAS**



VACANCY ANNOUNCEMENT (2019-3)

Position:	Facilities Coordinator
Classification:	CL 27 - \$52,359 – \$85,158 (depending upon qualifications and experience)
Location:	Plano, TX
Opening Date:	March 7, 2019
Closing Date:	March 21, 2019

Position Overview

The United States Bankruptcy Court for the Eastern District of Texas is accepting applications for the position of full-time Facilities Coordinator in Plano, Texas. The incumbent has responsibility for the management and oversight of space and facilities projects initiated by the court or the General Services Administration (GSA). The incumbent advises the senior management team regarding design, construction, building operations, occupancy of construction projects and ongoing facility maintenance. Responsibilities include understanding and adhering to guidelines, policies, procedures, internal controls related to space and facility projects, emergency preparedness, courtroom technology projects, and conducting inventories. The Facilities Coordinator will report to the Clerk of Court and the Financial Supervisor.

Representative Duties

- Research and analyze best practices for building projects and make recommendations to senior management. Assess, document, prioritize and respond to project needs and problems. Schedule, attend and participate in project meetings as a representative of or advisor to the court's management team. Ensure construction compliance. Prepare progress reports and provide update briefings to appropriate judicial officers.
- Research and evaluate policies and design standards of the GSA to determine the best course of action. Manage, review and accept work performed by court and GSA consultants hired to address building operations and construction project requirements.
- Participate in the budget process to ensure adequate funds are available to meet the needs of the court on individual projects. Analyze proposed projects to ensure budget constraints and policy guidelines are followed. Make recommendations for improvements/changes in procedures or other actions to the senior management team.
- Maintain files related to facilities management, space planning, and space facilities projects.
- Provide recommendations to procurement regarding purchase requests for equipment, supplies, miscellaneous services, and furnishings from government and non-government sources.
- Represents the court unit with the U.S. Marshals Service and the General Services Administration (GSA) with respect to security threat and risk avoidance, and emergency issues including crucial threats, disasters and emergencies.

- Schedule and coordinate moves of departments, divisions and judges' staff related to facility changes. Coordinate all systems (telephone, computer, audio, security, etc.) requirements (moves, hardware, wiring, software, funding, etc.) for assigned projects.
- Assist in the preparation and review of the continuity of operations plans (COOP) for all divisional offices. Represents court unit in the annual security meetings for the district. Coordinate all court units OEPs and COOPs.
- Performs equipment and furniture inventories. Assists in conducting physical inventory of accountable property once every two years.
- All other duties as assigned. Travel is required.

Qualification

To qualify for the position of Facilities Coordinator, the candidate must have a high school diploma or equivalent and a four year college degree in a related field is preferred. Familiarity with the U.S. Courts Design Guide is not required but desirable. The incumbent must have the ability to negotiate with vendors, and work with user groups including judges, managers and deputy clerks. The candidate should possess strong organizational, analytical, and verbal and written communication skills. Solid computer skills are required, including proficiency in the use of word processing software. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

How to Apply

Qualified applicants may submit a cover letter and detailed resume including salary history to Kim_Dixon@txeb.uscourts.gov. Submissions may be in word processing format or PDF.

Benefits

Employees of the U.S. Bankruptcy Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

The Court is an Equal Opportunity Employer

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.