



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:	October 8, 2021	Grade Range:	CL 27-01 to CL 29-61
Job Announcement No.:	2022-2	Salary Range:	\$57,346 - \$132,880
No. of Vacancies:	One	Closing Date:	October 22, 2021
Position Title:	Space and Facilities/ Procurement Administrator		

The United States District Court for the Northern District of Illinois is now accepting applications for a Space and Facilities/Procurement Administrator. Consideration will only be given to those who apply through the Court's online applicant tracking system, submit a cover letter, resume and two professional references. To apply, please see "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 Manager of Administrative Services. As a member of the Court's management team, the Space and Facilities/Procurement Administrator leads the Space and Facilities/Procurement staff, manages projects and/or performs the duties identified below.

POSITION DUTIES AND RESPONSIBILITIES

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

- 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 Budget Officer'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.
- Contributes 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 is 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 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. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

A Bachelor's degree from an accredited four-year college or university in a field of academic study closely related to the position, such as Business or Finance is preferred. Previous government purchasing experience is preferred. Knowledge of accounts, procedures and applicable financial automated systems of the judiciary is preferred.

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

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Paid Parental Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Parking Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees

- Access to an Infant Care and Toddler Care Center (onsite and near the building).
- A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.
- The Federal Financial Management Reform Act requires direct deposit of federal wages

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

NOTICE TO APPLICANTS

Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, resume and provide two professional references by October 22, 2021. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)

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

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. Prior to appointment, 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. The United States District Court is an Equal Opportunity Employer.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
 - a. 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);
 - b. Must apply for citizenship within six months of becoming eligible; and
 - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

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.

INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O’Hare International Airport, among the busiest airports in the world.