



## Office of the Circuit Executive United States Courts for the Ninth Circuit

### Job Announcement 09-02

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<b>Position:</b>	<b>Project Manager/Architect</b> (Full-time, temporary, year and a day position with the possibility of extension, subject to continued federal funding.)
<b>Location:</b>	San Francisco, CA
<b>Classification Level/Salary:</b>	CL-29 (\$72,755-\$118,239) (GS/JSP 13 equivalent)
<b>Closing Date:</b>	June 26, 2009 ( <i>or until position is filled</i> )

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#### **Organization:**

The Office of the Circuit Executive provides policy development, administrative and staff support to: (1) the Ninth Circuit Judicial Council, a governing board of federal judges with jurisdiction over the federal courts of nine western states; (2) the Chief Circuit Judge; (3) the United States Court of Appeals for the Ninth Circuit; (4) the Circuit Executive and (5) as requested, to the federal courts within the Ninth Circuit. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit in the United States with jurisdiction over nine western states, Guam and the Northern Mariana Islands. For additional information on our organization, functions, staff, or employment benefits, visit our web site at <http://www.ce9.uscourts.gov>.

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#### **Major Duties and Responsibilities:**

- The incumbent provides services related to all aspects of space planning, construction and post-occupancy troubleshooting for projects ranging from minor renovation to major renovation courthouse projects.
  - The incumbent is responsible for coordinating and monitoring multiple space planning, design, and construction projects of varying scope and scale simultaneously to ensure budgetary and scheduling restricts are adhered to and comply with stated objectives.
  - Incumbent will have contact with judges, senior management staff within the circuit, professionals and individuals at all levels.
  - Extensive travel within the circuit will be required.
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#### **Education/Experience Requirements:**

**Education:** Bachelors' degree in architecture, construction management, or related field from an accredited college or university and a minimum of five (5) years of progressively responsible project management work experience in the architectural, and /or construction disciplines is required. Architect license preferred.

**Experience:** Experience in developing design programs, reviewing construction documents and estimates, and resolving related issues from preliminary design through construction for complex architectural projects. Familiarity with courthouse or other public sector construction projects, the Federal General Services Administration regulations (GSA P-100), and the U.S. Court Design Guide is desirable. Appropriate educational substitutions may be credited as one year of experience.

#### **Desirable Qualifications, Knowledge, Skills, and Abilities:**

- Ability to review, analyze, and challenge design and construction estimates.
- Possess and demonstrate strong organizational and interpersonal skills.
- Familiarity with industry standard cost estimating.
- Must be able to work well with diverse teams and coordinate multiple tasks and

responsibilities.

- Must be able to understand and explain policies and procedures; negotiate fees and costs; manage and coordinate services required for space delivery.
  - Develop creative solutions to difficult problems within policy guidelines and funding restrictions.
  - Excellent oral and written communication skills to effectively communicate with Federal judges and court staff.
  - Ability to use tact and diplomacy in dealing effectively with judges and senior management.
  - Ability to work under pressure with tight deadlines.
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**Benefits:**

Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. Some of these benefits are:

- 10 holidays per year; 13 days of sick leave per year; 13 days of vacation leave for the first three years, increasing to 20 days after 3 years and 26 days after 15 years;
  - Choice of a variety of **federal health insurance** programs with a government contribution; Health premiums are deducted as pre-tax dollars;
  - Optional **life insurance** program with a government contribution;
  - Optional participation in **long-term disability insurance** program;
  - Optional participation in **Flexible Spending Program** - Pre-tax contributions for health, dependant care, and transportation expenses;
  - Optional participation in **Long Term Care Insurance** available to employees and to eligible family members;
  - Mandatory participation in the Federal Employees Retirement System with small employee contribution; Full social security coverage is provided;
  - Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K);
  - Public transportation subsidy (dependent on fiscal year funding); and
  - Creditable service time in other federal agencies, or the military, will be added to judiciary employment when computing employee benefits.
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**Conditions of Employment:**

- Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. and eligible (please call 415-355-8969 to verify eligibility) to work in the U.S.
- Selected applicants are hired provisionally pending the results of a full background investigation and fingerprinting
- This position is subject to electronic deposit of salary payment
- Positions with the U.S. Courts are “excepted service.” Employees serve “at will.”

**Application Information:**

Because of the volume of applications anticipated, only candidates selected for an interview will be notified. Unsuccessful candidates will not receive notice. Submit cover letter, resume, 3 references, brief writing sample, unofficial transcripts, and salary history by e-mail to [Personnel@ce9.uscourts.gov](mailto:Personnel@ce9.uscourts.gov) or by mail to:

Office of the Circuit Executive  
United States Courts for the Ninth Circuit  
Attention: OCE Human Resources, Job 09-02  
P.O. Box 193939  
San Francisco, California 94119-3939

Applications or resumes may be faxed (from a non-federal government fax line) to (415) 355-8901. Government franked envelopes may not be used to send resumes or applications.

**The United States Courts is AN EQUAL OPPORTUNITY EMPLOYER**