



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA

Santa Ana Division
411 West Fourth Street
Santa Ana, CA

Riverside Division
3420 Twelfth Street
Riverside, CA

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA

Northern Division
1415 State Street
Santa Barbara, CA

POSITION	POSITION OVERVIEW
FACILITIES PROJECT COORDINATOR (TEMPORARY)	<p>The Facilities Project Coordinator is responsible for supporting and/or coordinating a variety of projects for the bankruptcy court, which is comprised of five divisional offices. The size and complexity of these projects will vary based on the needs of the court and may require the application of design and construction concepts. The Facilities Project Coordinator works closely with the Department Manager in developing project requirements, preparing documentation and in identifying potential solutions. A key aspect of this position is coordinating and monitoring the various project phases closely with attention to changes and above standard costs. The successful candidate will interact with internal court staff to define project objectives and will develop a scope of work, obtain cost estimates and create a project plan to be approved by the department manager. The candidate will interact with furniture designers and manufacturers in selecting products, finishes, fabrics and materials, coordinate the installation of furniture, data/communications systems and develop/deliver executive level presentations for the larger scale projects. The candidate will regularly interact with the General Services Administration (GSA) and/or with their selected contractors and may be involved in developing, reviewing and interpreting architectural design and construction drawings and documents, project specifications, schedules and cost estimates. The Facilities Project Coordinator reports to the Office Services/Space and Facilities Manager.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 27- 28 \$ 52,902 - \$ 103,076	
OPENING DATE	
DECEMBER 9, 2016	
CLOSING DATE	
UNTIL FILLED	
ANNOUNCEMENT	
17-07	

QUALIFICATIONS

To qualify for the position of Facilities Project Coordinator, an applicant must possess three (3) years of specialized experience. Experience with core and shell projects, federal property management, construction project management is desired. Applicants should be creative and energetic, and have experience in developing budget projections for space and facilities related projects. The successful applicant should have excellent analytical, organizational and time management skills; the ability to establish time schedules for completion of projects; and excellent written and verbal communication skills to effectively interact with Federal Judges, contractors, vendors, etc. Applicants should be proficient with AutoCAD software and be familiar with other software programs relevant to this discipline.

EDUCATION

Completion of a Bachelor's Degree in interior design and/or architecture is highly desirable. Education in an accredited college or university institution may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The United States Bankruptcy Court offers a generous benefits package to temporary employees which may include:

- 10 Paid Holidays
- Paid Sick Leave
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Life Insurance Options
- Eligible for Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options
- Credit Union Participation

INFORMATION FOR APPLICANTS

Applications should be submitted to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, by calling the 24 hour job information line at (213) 894-3129 or by visiting our website at www.cacb.uscourts.gov. Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129