



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, NOT TO EXCEED JUNE 2, 2015)	<p>The Facilities Project Coordinator is responsible for coordinating construction projects and management of space and facilities design. The Facilities Project Coordinator coordinates space programming, reviews architectural design and construction drawings and documents, specifications, schedules, and cost estimates for compliance with general project integrity to ensure conformity, quality and compliance with building codes; monitors the financial phases of construction closely with attention to changes in orders and above standard costs; and assists in the design and installation of furniture, data systems and telecommunications. Submits data necessary to prepare Reimbursable Work Authorization's (RWA's), monitors progress of work under RWA's, files periodic reports, writes general communications and prepares analyses of project alternatives. The Facilities Project Coordinator reports to the Office Services/Space and Facilities Manager.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 27- 28 \$ 51,645 - \$ 100,666	
OPENING DATE	
MAY 28, 2014	
CLOSING DATE	
JUNE 9, 2014	
ANNOUNCEMENT	
14-12	

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 have experience in developing budget projections for space and facilities. The successful applicant should be familiar with the General Services Administration (GSA) organization and regulations; 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 type of work. Knowledge of Peregrine's Facilities Center Software desired.

EDUCATION

Completion of a Bachelor's Degree in business, information systems, public administration or related field 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