

Assistant Circuit Executive for Space & Facilities

\$143,108 - \$204,000* (CL 31/32)

San Francisco, CA, or an alternative duty station within the contiguous United States

Telework options available

****Actual salary based on qualifications, experience, and duty station***



Are you an architect or project manager looking for autonomy in your work, variety in your projects, and the opportunity to work on some of the most impressive buildings in the region? If you are interested in a position that supports the federal judiciary's mission of ensuring equal justice under the law, come join our talented and diverse team at the Office of the Circuit Executive (OCE)!

About the Office

The Office of the Circuit Executive (OCE) serves the Ninth Judicial Circuit of the United States, which is the largest federal circuit in the country, comprising nine western states and two United States territories. The OCE serves the Court of Appeals as well as all of the District Courts, Bankruptcy Courts, Probation and Pretrial Services Offices, and Federal Public Defender's Offices within the Ninth Circuit.

The OCE was created by statute to provide professional administrative staffing to the Judicial Council of the Ninth Circuit and its various committees, which are composed primarily of judges who are engaged full-time in deciding cases. It also provides direct services to all court units within the Circuit. All OCE responsibilities flow from directives of the Judicial Council or the Chief Judge of the Ninth Circuit.

The OCE is committed to providing professional support to the Judicial Council, its committees, and all court units within the Ninth Circuit, and ensuring the highest level of public trust in the administration of justice. This support includes identifying needs, conducting studies, proactively developing and implementing innovative policies, providing training, providing public information and human resources support, coordinating building and IT projects, and advising the Judicial Council on procedural and ethical matters.

About the Role

The Assistant Circuit Executive (ACE) for Space & Facilities is a senior level position that provides leadership, coordination, and guidance on space and facility projects throughout the Ninth Circuit. The ACE for Space & Facilities represents the Chief Judge of the Circuit, the Ninth Circuit Judicial Council, and their select committees in all circuit-wide space, facilities and security matters. The ACE for Space & Facilities reports directly to the Circuit Executive or the Deputy Circuit Executive and serves as an expert to all Ninth Circuit court units, which comprise approximately 20% of the federal judiciary's national space inventory (fifteen judicial districts and the Court of Appeals). The ACE for Space & Facilities serves as a subject matter expert and

project manager with respect to the development, planning, and construction of new courthouses and offices, as well as the repair, alteration and maintenance of existing courthouses and court unit offices.

Representative duties include:

- Oversee the management of circuit-wide funding allotments for space projects, make recommendations for project priorities, work with the General Services Administration (GSA) to confirm estimates, and leverage available circuit funds with other sources of funding to successfully complete critical projects.
- Ensure project timeliness by coordinating stakeholder deliverables during successive project phases; provide continuous updates to concerned parties; recommend improvements or changes; perform cost evaluation and control during project phases.
- Conduct site visits to monitor compliance and prepare punch lists.
- Manage a circuit-wide rent budget of more than \$265M annually. Direct and manage an average of more than 75 individual projects for court units throughout the circuit.
- Manage ongoing efforts to track and improve space utilization across the circuit.
- Provide day-to-day advice and support for all new chambers projects. Coordinate temporary housing with local courts and work with the Court of Appeals to ensure that IT, furnishings, and moves are fully coordinated.
- Manage Circuit relationships with three GSA Regions, GSA's Central Office, and local and national offices of USMS to help improve service and delivery of projects within the circuit.
- Develop housing solutions and long-range housing plans for the Court of Appeals, District Courts, Bankruptcy Courts, Probation and Pretrial Offices, and Federal Public Defender through careful analysis of local operations and the *U.S. Courts Design Guide* standards.
- Advise court units on policies related to furniture, equipment, and other property issues and on policies related to the use of appropriated and non-appropriated funds.
- Represent the Circuit as needed on national policy review boards.
- Extensive travel across multiple time zones in support of projects and meetings.
- Develop agendas and materials for the Space and Facilities and Judicial Security Committees and other ad hoc committees. Provide reports on space and security matters.
- Oversee physical security measures for court facilities by working with local facility security committees, AO Security Office representatives, USMS, and FPS.
- Manage a staff of 5-6 professional, technical, and administrative personnel.

Required Skills

- Thorough knowledge of federal regulations, requirements, contracts, and procedures related to the acquisition, construction, maintenance, repair and renovation of court space and facilities. Thorough knowledge of design and construction fields.

- Ability to work effectively with judges and senior-level administrative staff and to negotiate acceptable solutions within the framework of judiciary and other regulations.
- Ability to manage Circuit-wide space and facilities program and multiple on-going, high visibility projects which have immediate and long-term impact on court unit operations.
- Thorough knowledge of architectural principles, theories, concepts, and methods.

Required Qualifications

- Five or more years of successful project management work experience in the architectural and/or construction fields.
- A bachelor's degree (B.A. or B.S.) in architecture or a facilities-related field.
- Demonstrated experience leading, directing, and managing people.
- Excellent communication and interpersonal skills; ability to articulate ideas orally and in writing; the ability to be highly precise, detailed, and self-organized.
- Ability to work under pressure and within the constraints of conflicting deadlines.
- Regular travel throughout the Ninth Circuit and to other United States locations (including Washington, D.C.) is required.

Preferred Qualifications

- Ten or more years of successful project management work experience in the architectural and/or construction fields.
- A graduate degree in architecture or a facilities-related field.
- A current professional license.
- Experience in a court, government agency, or equivalent environment.
- Experience working with the General Services Administration (GSA)

Position Details

Location: The OCE is based at the James R. Browning United States Courthouse in San Francisco, California. Remote work options (telework) are available for this position.

Rewards & Perks

Salary: \$143,108 - \$204,000* (CL 31/32), depending on duty station, qualifications, and experience.

Time off: 11 paid holidays, 13 vacation days, and 13 sick leave days per year. After three years (including any prior federal work experience), vacation days accrue at a higher rate.

Benefits:

- Pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K).

- Choice of a variety of employer-subsidized federal health and life insurance plans.
- Optional dental, vision, and long-term care coverage.
- Flexible spending account (FSA) for out-of-pocket health and dependent care expenses
- Public transit subsidy.
- On-site gym (in Browning Courthouse).
- Remote/Telework/Work-From-Home options are available.

How to Apply

Please submit a **single PDF** through the [Career Portal](#) that includes:

- (1) a cover letter directly responding to this vacancy announcement
- (2) an up-to-date resume
- (3) a list of three work references, two of which must be current or former supervisors
- (4) proof of any relevant certifications

Only applications with these required materials will be considered.

Next Steps

- Priority consideration will be given to applicants who apply by **April 19, 2024**.
- Position will remain open until filled.

Conditions of Employment

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the OCE. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay is required. The Court requires all its employees to be vaccinated against COVID-19 absent an exemption from the requirement based on a documented medical reason or a sincerely held religious belief.

The OCE reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including but not limited to budgetary issues. Said modifications may occur without prior written or other notice.

Equity Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The OCE encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.