

## UNITED STATES DISTRICT COURT– SOUTHERN DISTRICT OF IOWA



**POSITION:** Project Manager

**LOCATION:** Des Moines, IA

**OPENING DATE:** Thursday, June 2, 2016

**CLOSING DATE:** Open Until Filled, applications received by June 17, 2016 will receive priority consideration

**TERM:** Full-time/Temporary - Anticipated 6-year appointment

**SALARY RANGE:** CL 28 (\$56,797 - \$92,336)/CL 29 (\$67,537 - \$109,801); Salary is based on experience and qualifications in accordance with the Judicial Salary Plan.

**EXPECTED START DATE:** July 2016

---

### POSITION OVERVIEW

The United States District Court for the Southern District of Iowa is accepting applications for the position of Project Manager. This position is located in Des Moines, Iowa, and reports to the Clerk of Court. The Clerk's Office, comprised of 28 employees in three offices, supports three district judges, four senior judges, and three magistrate judges. The Project Manager is primarily responsible for overseeing the planning, design, and construction of a 137 million dollar new courthouse and to act as the court's representative in coordinating all segments of the project with other Federal Agencies, the General Services Administration (GSA), and contractors. Responsibilities include, but are not limited to, project management, development, oversight, scheduling, coordination, and problem solving all aspects of building a new courthouse. Work is performed primarily in an office environment. Travel within and outside the district may be required. Duties may require working during non-business hours.

### DUTIES AND RESPONSIBILITIES

- Manage and assume responsibility for all phases (planning, construction, and occupancy) of the courthouse construction project.
- Coordinate efforts of various entities to ensure timely action on the completion of successive phases of work. Conduct meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all concerned parties are advised and kept aware of requirements and plan changes.
- Provide technical advice and recommendations to judges and unit executives to assist in defining court design and construction needs.
- Monitor and coordinate design requests and information related to each court unit and chambers space requirements to ensure proper build-out.
- Review of construction documents, specifications, shop drawings, submittals, material selections and construction schedule to ensure conformance and quality. Ensure Court requirements are met by GSA and contractors.
- Schedule, conduct, and participate in periodic construction progress inspections to ensure construction compliance, prepare progress reports, and provide update briefings to court agencies.
- Serve as Court liaison with GSA and contractors. Ensure complete and timely project delivery.
- Perform cost evaluation and control at each step of the project to ensure the budget plan is adhered to and the project remains in compliance with stated objectives.

- Make recommendation to appropriate individuals regarding improvements, changes in procedures, or other actions.
- Assist in the development of a *Furniture Acquisition Plan (FAP)* and coordinate the acquisition of furniture for all court units. Assist the Procurement Specialist for all court units in developing funding requests for furniture acquisition and move effort. Actively involved in the furniture competitive bid process. Assist the Property Disposal Officer of each agency with the identification, planning, coordination and removal of all excess furniture and equipment. Report furniture moves, adds and changes to the appropriate Custodial Officer to ensure master inventory database is accurate.
- Conduct construction site visits to monitor progress and compliance with the *U.S. Courts Design Guide* and prepare progress reports and punch lists for work that remains to be accomplished.
- Serve as project manager and move coordinator for Judges' chambers, Circuit Library, District Court Clerk's Office, Bankruptcy Court Clerk's Office, Probation and Pretrial Services in all move management matters (telephones, computers, audio, security, furnishings, etc.).
- Coordinate project security issues with the U.S. Marshal's Service.
- Perform other related duties, as assigned.

## **QUALIFICATIONS**

A bachelor's degree from an accredited college or university in architecture, engineering, industrial design, or related studies and at least two years of specialized experience are required. Experience working on federal projects and a demonstrated familiarity with facilities management, project management, and construction administration is preferred.

“Specialized experience” is progressively responsible experience in space and facilities and project or construction management that has provided knowledge of principles, theories, concepts, methods, techniques, regulations and procedures and expertise in executing the steps required in developing space resources from the planning stage through design, construction, and occupancy. Experience must include project management, oversight, scheduling, coordination, and problem solving all aspects of a new building construction.

Candidates must be able to analyze architectural drawings and designs, interpret their content and be able to provide accurate, concise briefings and recommendations to the Chief Judge, court executives and other court staff. The successful candidate is self-directed, highly organized professional with superior analytical skills, well developed organizational and time management skills and the ability to establish time schedules for completion of projects; is able to interact effectively with others, providing customer service, resolving difficulties while complying with regulations and rules, and negotiating with vendors, contractors and other service providers; possesses excellent communication skills, including the ability to present complicated, technical matters to individuals and groups with varying technical knowledge, and maintains a professional demeanor and appearance at all times.

## **BENEFITS**

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System. Optional participation in Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

## **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. Employees of the United States District Court are at will and can be terminated with or without cause at any time.

## **MISCELLANEOUS**

The Federal Financial Management Reform Act requires direct deposit of federal wages.

We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

We reserve the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.

We do not reimburse for expenses associated with interviews or relocation.

**APPLICATION INFORMATION**

Candidates must submit: (1) a resume, (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties, (3) contact information for three professional references, and (4) a completed application for Judicial Branch Federal Employment (<http://www.uscourts.gov/forms/AO078.pdf>). Applications submitted without all items will not be considered. Only applicants selected for an interview will be notified.

Application materials should be marked “confidential” and mailed or e-mailed to:

Mindi Decker, Human Resources Specialist  
U.S. District Court, Southern District of Iowa  
P.O. Box 9344  
Des Moines, IA 50306-9344  
E-mail: [mind\\_decker@iasd.uscourts.gov](mailto:mind_decker@iasd.uscourts.gov)

**The United States District Court is an Equal Opportunity Employer.**