



Sandra Day O'Connor
U.S. Courthouse
401 West Washington Street
Phoenix, AZ 85003-2119

Benefits

Federal benefits include:

- Paid Annual Leave
- Paid Sick Leave
- 10 Paid Holidays
- Retirement Benefits to include a defined benefit program (4.4% of gross pay)
- Thrift Savings Plan (TSP), a 401(k)-style program with a government match of up to 5%

Optional benefits include:

- Health Insurance
- Life Insurance
- Long-term Care Insurance
- Flexible Benefits which includes medical & dependent care reimbursement.

In addition, we offer flexible work schedules and an in-house fitness facility.



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U.S. District Court – District of Arizona

Career Opportunity # 21-11

Facilities & Budget Division Manager

Position Type:	Full Time Temporary (Temporary appointment for one year)
Salary Range:	\$105,079 - \$170,800 (Depending on qualifications and experience)
Job Grade:	CL31
Open Date:	12/11/2020
Closing Date:	Open until filled, with preference given to applications received by 12/18/2020
Location:	Phoenix, AZ

POSITION OVERVIEW

The Facilities and Budget Division Manager supervises the Facilities, Procurement and Budget Division. The Facilities and Budget Division (FABD) Manager will provide leadership, guidance and daily oversight for approximately 13 staff members. The unit provides budgeting, procurement, fiscal and office services to the U.S. District Court, U.S. Probation Office and U.S. Pretrial Services Office within the District of Arizona. The District of Arizona is the sole federal judicial district in Arizona. Court is held in Phoenix, Tucson, Flagstaff and Yuma. The incumbent is responsible for managing the space and facilities needs for all court locations.

The incumbent ensures compliance with appropriate statutes, regulations, guidelines, policies, and internal controls. The incumbent is responsible for developing budget requirements and executing the approved budget. The incumbent is also responsible for internal controls processes, monitoring appropriated funds, tracking costs, and providing reports to management on the status of funds. The FABD Manager oversees renovations, remodeling, and tenant alternation projects for the U.S. District Court, U.S. Probation Office and U.S. Pretrial Services Office within the District of Arizona. The incumbent reports to the District Court Executive.

REPRESENTATIVE DUTIES

- Manages and supervises the staff and functions of the Facilities and Budget Division to include budget, property, procurement, space and facilities services.
- Responsible to the unit executives for the full range of review and analysis involved in the formulation, presentation, and execution of each unit's operating budget and budget management plan. Provides information concerning overall budget objectives to be achieved within the limits of funds provided by the Administrative Office of the United States Courts.
- Monitors funding allotments and associated spending and makes recommendations and appropriate adjustments as required and authorized.
- Oversees purchasing activities and contracts to ensure purchases and financial commitments are in compliance with procurement rules and regulations.
- Prepares and oversees the preparation of recurring reports of obligations and expenditures for executive management and the Administrative Office (AO).
- Audits allotments, supplementals, expenditures, funds transfers and reprogramming of funds for end of year reporting activities to meet all reporting deadlines.
- Develops, monitors, and updates spending plans as budget allotments are received and expenditures are made. Recommends reprogramming actions for emergencies and other actions which cause shortfalls. Prepares justifications and requests for supplemental funding and technical appeals.



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How to Apply

Applicants must submit the following:

- Cover letter that supports your work experience as it relates to the position.
- Resume that includes complete work and salary history, and education.
- Three letters of recommendation.

Go to our web site: <https://www.governmentjobs.com/careers/azduscourts> to submit an online application, including the items listed above.

Attachments should be submitted only as Microsoft Word or Adobe Acrobat (PDF) documents. Other formats are **not** acceptable.

Applications will be considered complete when the online application and all required attachments (in proper format) are received by the Human Resources Division.

Applications and/or attachments received after the closing date may not be considered.



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- Recommends and prepares both inter-fund and intra-fund reprogramming actions.
- Serves as the primary contact with the Administrative Office of the United States Courts' cyclical audit team.
- Certifies payment documents in JIFMS. Approves funding requirements for all purchases and unobligated payments.
- Responsible for reporting AO budgetary transmittals, end-of-year fiscal year rollover functions, and Budget Call documentation.
- Develops, monitors and updates Memorandums of Understanding and Delegations of Authority.
- Monitors, coordinates, and assures that day-to-day facilities management issues involving building systems (heating, cooling, lighting, and cleaning), technology, structures, grounds and security are timely addressed.
- Interacts with the General Services Administration (GSA) building manager or other appropriate individuals for problem resolution while assuring customers are kept informed as to service status. Escalates issues that are not resolved in a reasonable period to the next level.
- Coordinates with GSA and other landlords on all rent, space, and other similar tenant issues.
- Manages space and facilities project work by assessing, documenting, prioritizing, and responding to project problems. Attends and participates in project or construction meetings as a representative of the District Court Executive.
- Monitors GSA vehicle leases, tracks monthly mileage reports, maintenance, cyclical trade-ins, and new car orders.
- Develops and recommends budget expenditures as it relates to space and facilities needs to executive management within the court units.
- Coordinates staff training to ensure that required certifications are met and maintained.
- Ensures Facilities and Budget Division staff are kept informed of updates to regulations and procedures issued by the Administrative Office.

QUALIFICATIONS

A minimum of seven years of specialized experience in budget, procurement, and space/facilities, and at least three years of supervisory experience. Specialized experience should include an in-depth body of knowledge of judicial policies, practices, regulations, and terminology related to court administration or finance, including a thorough knowledge of the budget process.

Ability to analyze financial data and develop recommendations for executive management approval.

Knowledge of budget, procurement, space and facilities, and federal government bidding policies, procedures, and processes. The candidate must have the ability to effectively negotiate with vendors, contractors, and other service providers.

Must have experience managing staff, excellent interpersonal skills, strong leadership skills and the ability to effectively communicate with staff to determine needs, evaluate and address employee performance, and maintain complete and accurate records. Proficiency in the use of automated systems is required. The ability to communicate effectively both verbally and in writing is critical, including the ability to communicate financial information accurately and concisely.

Excellent organizational and project management skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines are essential. Ability to predict and analyze problems, and to assess the practical implications of alternate solutions. Skill in recognizing trends and recommending and implementing corrective action early on.

Ability to exercise mature judgement and the ability to consistently demonstrate sound ethics.



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PREFERRED QUALIFICATIONS

Preference given to applicants with three years of experience with Federal Judiciary internal controls procedures, audits guidelines, federal government accounting and procurement regulations, JIFMS, federal appropriation guidelines, and the Guide to Judiciary Policy and Procurement Procedures.

Experience with General Services Administration, Administrative Office of the U.S. Courts, and Ninth Circuit policies related to space and facilities.

A bachelor's degree from an accredited four-year college or university, in accounting, finance, business administration or related field. Advanced degrees or certifications are preferred.

APPLICANT INFORMATION

The incumbent must be willing to travel within and outside of the District of Arizona.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees (except for probation officers who may be removed for cause). Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

The initial appointment to this position is provisional pending the successful completion of the required background checks and/or investigations. The U.S. District Court is a drug-free workplace and the applicant selected will be required to participate in a drug screening test prior to employment.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

All promotions are subject to the approval of the Administrative Office of the U.S. Courts.

Participation in the interview process will be at the applicants' own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. §1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below. Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.