



NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Temporary Position: Facilities & Procurement Specialist (Full-Time 2-Year Term)

Announcement No: 2025-CLK-08

Duty Station: Miami, Florida

Salary: CL 27

New Federal Employees: \$62,977-\$78,745

Current or former Federal Employees: \$62,977-\$102,398

(Classification and salary are commensurate with experience and prior federal service)

Position Overview

The Facilities and Procurement Specialist performs and coordinates administrative, technical, and professional work-related duties for the procurement of supplies, equipment, and services ensuring that all divisions and judges' chambers function optimally and is responsible for the management and oversight of all space and facilities day-to-day building management issues and projects initiated by the court or General Services Administration (GSA). This includes planning, design, technical review and financial management planning for all space and facility projects. The incumbent maintains a Contracting Officer certification and ensures compliance with all guidelines, policies, and approved internal controls. *Travel as needed to divisional offices is required.*

Representative Duties

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds.
- Prepare specifications, solicitations, and requests for qualifications / proposals; research products and equipment; prepare product/equipment specifications and coordinate delivery schedules.
- Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Research and evaluate vendor performance based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as reputation and fulfillment history.
- Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new or renovated space and facilities and submit for approval: Verify RWA charges and authorize payment; and Review General Services Administration (GSA) contract specification documents and blueprinting support of court space initiatives.
- Evaluate and monitor contract performance to ensure compliance with contracted obligations. Clarify contract requirements and resolve conflicts.
- Plan and coordinate time and delivery of purchases.



Important Dates

Opening: 8/26/2025

Closing: Open Until Filled

First Review date: 9/22/2025

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The District spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

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- Identify and maintain lists of vendors and sources of supply for goods and services.
- Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased.
- Prepare spreadsheets and maintain databases to track expenditures.
- Track inventory of accountable property and recommend cyclical replacement and disposal of equipment.
- Write and/or revise operating procedures for procurement and facilities management; Adhere to the court unit's internal control procedures.
- Coordinate tenant alterations and cyclical maintenance projects as directed. Act as the court's liaison with GSA and contractors on smaller district projects.
- Oversee routine and cyclical building maintenance, repairs, and renovations and manager all rent, space, and other similar tenant issues through coordination with GSA; and perform quarterly maintenance inspections, and ensure any necessary actions are taken to maintain the appearance that is befitting the Judiciary.
- Maintain files related to facilities management, space planning and space and facilities projects.
- Assist Architect/Project Manager in monitoring and overseeing space and facilities project work. Assess, document, prioritize and respond to project problems. Participate in project or construction meets as a representative of or advisor to the District Court.
- Provide technical input and recommendations regarding furniture planning and space utilization. Coordinate courthouse space layout planning with judges and various court unit executive staff. Conduct meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all concerned parties are advised of requirements, changes, problems, and potential solutions.
- Coordinate and communicate scheduling for large-scale office equipment and furnishings relocation/move logistics for judicial chambers, court units, and shared facility spaces. Develop comprehensive move schedules and logistical plans to minimize disruptions to court operations. Coordinate efforts of various entities to ensure timely action on accomplishment of successive phases of the work.

Qualification Requirements

CI 27: Two years of specialized experience; or Completion of the requirements for a bachelor's degree from an accredited college or university.

Preferred Qualifications

- Three years' experience in space and facilities functions including planning, phasing, and coordinating projects including large scale equipment and furnishing relocation/move coordination projects, within budgetary and design restrictions, with minimal disruption to court unit operations.
- Familiarity with ADA regulations and their application in accessible space design and public building layouts.
- Proficiency in CAD, or the ability to interpret drawings and design layouts to verify adherence to Judiciary and applicable ADA safety standards.
- Proficiency with Project Management Software, Excel, and document Management Systems.
- Proficiency with communicating detailed specifications, both operational and technical, with external contractors and internal stakeholders.

Desirable Characteristics

The successful candidate should be a self-starter, mature, highly organized, poised, demonstrate initiative, possess tact and good judgment, be dependable and always maintain a professional demeanor. The candidate must have the ability to meet the public, work harmoniously with others in a team-based organization, and communicate effectively, both orally and in writing. The candidate has **excellent customer service and problem-solving skills, a high level of technical/computer aptitude, and works effectively in a fast-paced atmosphere dealing with numerous and diverse legal issues.**

Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Procurement Supervisor.

Benefits

Employees of the United States District Court are Excepted Appointments and considered At-Will judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is

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mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Background Investigation & Fair Chance to Compete Act

This is a Sensitive position with the Judiciary. The position is covered under the FCA. **Only those candidates who receive a conditional job offer** will be asked to provide verbal or written statements about criminal history. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment.

The court will screen all applications, and the best-qualified applicants will be invited for personal interviews.

Employment eligibility

Applicants must be a U.S. Citizen or eligible to work for the judiciary as outlined here:

[Citizenship Requirements for Employment in the Judiciary](#)

The court provides 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.

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

United States District Court – Human Resources
400 North Miami Avenue, Room 08S72, Miami, FL 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.
Each applicant must be a United States Citizen or eligible to work in the
United States.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY
EMPLOYER**



How to Apply

Qualified applicants should submit the required documents listed below as a **single PDF document**.

Email address:
flsd_hrmail@flsd.uscourts.gov

Subject Line: 2025-CLK-08

Required Documents:
Cover letter, Resume, Federal Employment Application (AO-78), Current federal employees must also provide the most recent SF-50, "Notification of Personnel Action".

AO-78 Application can be found on our web site www.flsd.uscourts.gov under the employment tab-how to apply.

Selection Process:
Only qualified applicants will be considered. Incomplete application documents may not be considered.