

# Space Planner

## Office of the Circuit Executive - Career Opportunity



## U.S. Court of Appeals for the Fourth Circuit

### WEBSITE

ca4.uscourts.gov

### PHONE

804-916-2184

### ABOUT THE JOB

The Space Planner performs technical as well as administrative work related to space planning, design, construction, and renovation of court facilities and leased space throughout the Circuit.

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work. The ideal candidate is attentive to details, creative, has an outstanding work ethic, can meet tight deadlines, has unquestioned integrity, listens and communicates well, and has a passion for delivering excellent solutions and for providing excellent customer service to our constituents.

- **Announcement #:** SP-2021
- **Location:** Richmond, VA, or TBD in the case of full-time telework.
- **Appointment:** Career / Full-time
- **Open Until Filled** – Preference given to applications received by April 25, 2021.

The Court offers a robust and competitive benefits package (see **Page Two**) and is a qualifying employer for **Public Service Loan Forgiveness**.

### THE FOURTH CIRCUIT

is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits. The Fourth Circuit consists of a Judicial Council, U.S. Court of Appeals, and nine districts, each with district and bankruptcy courts, a federal public defender office, probation and pretrial services, and a bankruptcy administrators office (NC only). The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

### OVERVIEW OF DUTIES

- Oversees all aspects of the design and space planning requirements related to construction, renovation, and alteration projects.
- Provides technical advice and space planning recommendations to judges and court personnel.
- Serves as the liaison with internal departments such as IT, and external agencies, including the General Services Administration and the U.S. Marshals Service.
- Utilizes computer design technology to develop layouts, plans, blueprints, and designs, and shares information with customers.
- Prepares specification, solicitation, statements of work, and requests for qualifications and/or proposals. Oversees the procurement of all related items and services.
- Plans and coordinates delivery of purchases, develops moving plans, and coordinates the relocation of court assets.
- Conducts site visits to monitor progress and compliance.
- Updates property inventories and assists with the disposal and disposition of excess and surplus property and assets.
- Assists with and/or manages special projects and performs other related duties as assigned or necessary.

### SALARY RANGE

- **\$61,988-\$100,739** (CL-28), depending on experience and qualifications.

*(Pay range is based on the Rest of the US pay table, not Richmond, and could be higher depending on the location of the duty station.)*

## QUALIFICATIONS

### Required Qualifications

- Bachelor's degree in Architecture, Interior Design, Engineering, or related field.
- Two years of full-time specialized experience involving space planning, coordination, and design.
- Ability to conduct in-depth research, analyze options, and manage complex projects and issues.
- Skill in negotiating terms and conditions of services and contracts with vendors and in preparing and maintaining documents and detailed records.
- Thorough working knowledge of CAD, MS Office products, publishing applications and various other types of design- and space-related applications.
- Must always manifest the highest degree of professionalism, courtesy, diplomacy, and tact; have excellent listening as well as written, oral, and interpersonal skills; and unquestionable integrity.
- Strong ability to work independently and collaboratively both with team members and in cross-department and cross-agency environments.
- Ability to stand for long periods of time as well as to bend, stoop, walk, crouch, and worked in cramped positions. Ability to lift approximately 35 lbs. and move furniture.
- Ability to drive and to travel on short notice and occasionally stay overnight.

### Preferred Qualifications

- Certification or licensure in associated field of study.

## APPLICATION PROCEDURE

Email the following in a single PDF document to Human Resources at [vacancy@ca4.uscourts.gov](mailto:vacancy@ca4.uscourts.gov).

- (1) **Cover letter** detailing qualifications and experience.
- (2) **Resume** that includes the name, title, and the contact information of three professional references.
- (3) **AO78–Application for Employment**.  
(Available at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.)

Please include the title of the position in the subject line of the email, and please note in the cover letter where on the Web that you saw the announcement. Receipt of applications will be acknowledged.

Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

**The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**

## BENEFITS

- **Telework opportunities.**
- **Flexible Schedules.**
- **Health, Dental, Vision, Life, and Long-Term Care** insurance are available.
- **Retirement (FERS).**
- **Thrift Savings Plan** (similar to a 401(k) plan).
- **Vacation, Sick Leave, and Holidays.**
- **Flexible Spending Accounts** for health care, dependent care, and commuter expenses.
- **Mass Transit Subsidy** (budget dependent).

## CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements under current law. Federal Judiciary employees serve under "Excepted Appointments," and are thus "at-will," and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigation, which includes fingerprinting, that is updated every five years. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.