

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 14-15
Open Date: 11-07-2014
Closing Date: 11-21-2014

Position Title/Series/Grade: Director, Facilities and Procurement Section

Salary Range: GS-1601-14 - \$106,263 - \$138,136

Location: Office of the Clerk
Facilities and Procurement Section

Area of Consideration: Government Wide, Both Competitive and Excepted Service Applicants May Apply (U.S. Citizenship is Required)

Position Type: (This is an Excepted Service, At-will Position)

DUTIES:

The incumbent of this position serves as the Director, Facilities and Procurement Section within the Office of the Clerk, of the United States Tax Court. The incumbent is responsible for directing a wide variety of facilities, procurement and contract related services to include overseeing an automated procurement program, contract administration, property acquisition and inventory control, space management, telecommunication services coordination, and building and courtroom facilities management at the Court's Washington, DC headquarters building and at multiple trial locations nationwide where the Tax Court maintains its own facilities.

More specifically the incumbent:

- Directs a subordinate staff in accomplishing a variety of essential services by serving as the manager to ensure adherence to internal controls over a broad procurement program, overseeing the preparation of purchase orders, solicitation of vendors, publication of contract solicitations, acquisition of furniture, furnishings, equipment, supplies, building services, equipment maintenance, printing, binding, and telephone services.
- Manages essential record control of all procurement activity and the routine updating and maintenance of the automated property inventory system.
- Is responsible for managing the repair, maintenance, and/or replacement of equipment, furniture, and administering the excess property disposition program.
- Oversees the packing and shipment of trunks to scheduled trial sessions.

- Administers the Court's commuter subsidy and parking programs.
- Serves as the primary representative to GSA for facilities projects involving the acquisition, construction, repair or alteration of facilities within the Tax Court's real property inventory. Initiates Reimbursable Work Authorizations with GSA and reviews and makes recommendations to specifications and drawings on construction projects. Conducts ongoing inspections and submits recommendations to GSA about repairs and improvements to the building and its physical plant operating systems. Oversees the scheduling and monitoring of all work activities on the building. Plans, designs, and develops statements of work for minor renovations and facility improvements to accommodate operational and functional needs.
- Serves as the Court's primary liaison with contractors working within the Court's facilities either under the Court's or GSA's employ. Is generally directly involved in facility designs and all phases of a construction project through completion.
- Develops and implements facility utilization programs. Performs other duties as assigned by the Clerk of the Court to include the preparation of special reports or evaluation of data needed for an administrative study or survey. Consults and advises the supervisor and attends conferences and meetings to resolve problems, provide instruction, or establish governing policy.

QUALIFICATION REQUIREMENTS AT THE GS-14 GRADE LEVEL:

SCREEN OUT FACTOR (Required for employment consideration): At least one year of experience at the next lower grade level in Federal service, having applied facilities practices, methods and principles including those associated with the major specialty areas of space management, property management, communications, contract and procurement, health and safety, security, building operation, maintenance and repair.

SPECIAL RATING FACTORS: (Knowledge, Skills and Abilities required by this position) Applicants are **required** to address each Special Rating Factor providing detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility:

1. Demonstrated knowledge of the processes involved in space acquisition from the General Services Administration (GSA).
2. Demonstrated knowledge of general procurement requirements contained in the Federal Acquisition Regulations or Volume 14 of the Judiciary Procurement Policies.
3. Demonstrated skill in leading and developing a diverse staff.

Basis of Rating: This position contains screen out factors (SOF) that are part of the minimum requirement of the position. If you do not meet the SOF, you are ineligible for further consideration. If you meet the SOF, your rating will be based on an evaluation of your experience as it relates to the special rating factors.

Documents Required to Apply: In order to be considered for the position, applicants MUST submit a cover letter stating the position to which they are applying and providing any supplemental information that may be necessary to address the screen out factor and special rating factors listed in this vacancy announcement. In addition, applicants MUST submit a resume or USTC-001 (available at www.ustaxcourt.gov), but not both, that reflects how the applicant's background and experience correspond to the special rating factors listed in this announcement. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The examining Office of Human Resources (OHR) makes the final determination concerning applicant ratings.

Additional Information:

Applicants must submit the following documents: cover letter, resume, separate addendum addressing the Screen-Out-Factor and Special Rating Factors, latest SF-50 (Notification of Personnel Action), and latest performance evaluation.

Candidate selected for the position will be required to undergo a NACI investigation to include a criminal and credit check. In addition, the Tax Court will request a tax transcript for the most recent 4 years of income tax filings.

Employees will be required to complete a 52-week probationary period. A preliminary suitability determination and security background check will be conducted for all new hires.

Applicants must meet all qualification and time-in grade requirements within 30 days of the closing date of this announcement.

Any male applicant born after December 31, 1959, and subsequently selected for this position must certify prior to appointment that he is registered for the military selective service. Not having registered with the selective service may disqualify an applicant from employment consideration.

Relocation expenses are not authorized for any selected applicant, and any travel expenses incurred for an interview will not be reimbursed by the Tax Court.

The U.S. Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

How to Apply: Applicants must submit all application materials explained in this vacancy announcement to:

**The United States Tax Court
Office of Human Resources, Room 106
400 Second Street, NW
Washington, DC 20217**

Complete application materials must be received in the Office of Human Resources by the closing date of this vacancy announcement. To ensure that your application materials are received by the closing date of this vacancy posting, you may fax all your application materials to (202)521-4568 or email all application materials to humanresources@ustaxcourt.gov. For additional information, call the Office of Human Resources at (202)521-4700.

FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

The United States Tax Court is an equal opportunity employer.