

Manager, District Court Facilities

Closing Date:	Open until filled
Office:	Engineering and Central Services Annapolis, MD
Salary:	\$79,550* *Current State Judiciary Employees Only: A salary offer for a current state Judiciary employee will be determined using the “Salary Practices for State Judiciary Employees”, found at https://www.mdcourts.gov/hr/salranges
FLSA Status:	Exempt
Position type:	Regular/Full-time
Financial Disclosure:	Yes

Essential Functions:

The main purpose of this position is to coordinate the planning, budgeting, construction, renovation and leasing of all District Court facilities. Work involves monitoring of all District Court locations and leasehold acquisitions, building construction activities, renovation projects, electrical/low voltage, wiring projects and coordinating them with the State’s Capital Improvement Program, the Department of General Services, and users.

- Coordinate contract negotiations and administration with the Chief Judge, Chief Clerk, Administrative Clerks, Administrative Commissioners, procurement, State officials, engineering/architects, landlords, planners and others in order to build, lease, renovate and maintain court facilities.
- Coordinate the leases for both commercial and government owned space; Review and approve all invoices that are facilities related.
- Develop bid specifications for maintenance and service contracts for procurement processed by the AOC Procurement Division and by the Maryland Department of General Services.
- Resolve contract and other problems between court personnel, landlords, local governments and State agencies.

- Supervise the activities of the DC Construction Managers, Project Manager of Telecommunications, DC Project Manager, IT, Cabinet Maker, Assistant Cabinet Maker and Administrative Assistant.
- Prepare portions of the operating budgets pertaining to rents and renovations as well as the Capital Budget pertaining to new facilities.
- Coordinate the movement of employees and furnishings in to new court facilities or renovated space and manages the connection of telecommunications and data.

Education: Bachelor's degree from an accredited college or university in a related field.

Experience: Five (5) years of work experience in facilities management, to include space planning, design and development, budgeting, construction activities, renovation, or leasing.

Note: Professional work experience as defined above may be substituted on a year for year basis for up to four (4) years of the required education.

Skills/Abilities:

- Extensive knowledge of facility planning, design, construction and capital budgeting.
- Extensive knowledge of federal, state and local laws affecting property acquisition, planning, zoning, construction and building codes.
- Extensive knowledge of telecommunications equipment and systems.
- Extensive knowledge of the District Court's mission, structure, policies and procedures as they relate to facilities.
- Skilled in facilitating agreements between individuals and groups.
- Ability to resolve conflicts between users and vendors with respect to contractual services.
- Ability to communicate clear, concise analyses, reports and recommendations, oral and in writing.

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For full details and to apply, please visit: www.mdcourts.gov/careers