



# United States District Court Eastern District of New York

[www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)

## Vacancy Announcement Announcement#: 25-09/ARCH/PROJMGR

**Position:** Architect/Project Manager

**Location:** Office of the District Executive, Brooklyn Office – 225 Cadman Plaza East

**Position Type:** Full-Time Permanent

**Salary Range:** CL 29, Step 1 (\$99,325) per year

\*The classification level and salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts.

**Opening Date:** Thursday, May 29, 2025

**Closing Date:** Friday, June 27, 2025

**POSITION OVERVIEW:** The United States District Court for the Eastern District of New York seeks a Architect/Project Manager to assist with the day-to-day project management of large and small construction projects in buildings that federal courts occupy within the Eastern District of New York. The incumbent will be responsible for working with the District Executive and Second Circuit Assistant Circuit Executive (ACE) for Space & Facilities on these projects. The incumbent will oversee both design and construction of large and small interior alteration construction projects; meet with various court unit executives, government agency representatives, architects and interior designers to manage all of these space projects on behalf of the District Executive and ACE for Space & Facilities; attend meetings to ensure that the courts' space needs are addressed; provide reports to the District and Bankruptcy Court Chief Judges, the District and Bankruptcy Clerks of Court and the Second Circuit ACE for Space and Facilities regarding the projects; and perform other duties as assigned. This position is within the District Executive's Office, and reports directly to the District Executive. Travel within the district is required.

### REPRESENTATIVE DUTIES:

Oversee the design and renovation process, to include review of drawings, specifications, schedules, cost estimates, and other documents to ensure compliance with general project integrity, conformity, and quality. Ensure that court requirements are met by the General Services Administration (GSA) and contractors in accordance with the *U.S. Courts Design Guide* and applicable judiciary and court policies.

Provide technical advice and recommendations to judges and unit executives to assist in defining court design, construction, or renovation needs.

Direct and assume responsibility for all phases of renovation and alteration projects, including all design and construction aspects through project close-out stages.

Coordinate efforts of various entities to ensure timely action on accomplishment of successive phases of the work. Conduct periodic 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.

Maintain project log of court actions, desires, and preferences related to the project.

Utilize software developed for computer assisted drawing and similar computer design technology to develop layouts, plans, blueprints, and designs.

Prepare and present periodic reports on project status and/or funding requirements to judicial officers and unit executives. Participate in and coordinate construction and alteration planning. Coordinate scheduling, plan, communicate, and resolve the resultant effects on the court and occupants.

Act as the court's liaison with the General Services Administration (GSA) and contractors. Ensure the completeness and timeliness of project delivery.

Make recommendations or determinations regarding deviations from schedule and actions which alter operational characteristics of the project.

Attend conferences, training, and meetings, as required.

Serve as a liaison for the District Executive and ACE for Space and Facilities with other agencies, outside vendors, and local building management, as required.

Perform other related duties, as assigned or required.

**REQUIRED QUALIFICATIONS:** A minimum of five years specialized experience related to the duties described above. Thorough knowledge of complex commercial building standards, principals, regulations, and procedures. Knowledge of the steps required in developing space resources from the planning stage through design, construction, and occupancy. Ability to produce construction plans, review construction documents, coordinate space planning/interior design, identify and apply building, seismic, and handicap code requirements, as needed. Ability to comprehend and communicate a vast variety of technical specifications and concepts. The work requires effective oral and written communication, organizational and interpersonal skills. Proficiency with AUTOCAD is required. B.Arch or M.Arch is preferred.

**BENEFITS:** Benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays, annual/sick leave accrual, fitness membership (fee applies) and other benefits. An overview of Federal Judiciary benefits is accessible at:

<https://www.uscourts.gov/careers/benefits>

**APPLICANT INFORMATION:** The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Civil Service rules do not apply. As such, employment may be terminated by either the employer with or without cause.

**HOW TO APPLY:** Interested applicants should submit the following items noted below to the court's employment application box:

<https://edny.app.box.com/f/138124942b114d0896a7f2e219flcacf>

1. Letter of interest (include vacancy announcement number);
2. Resume;
3. Completed Application for Judicial Branch Federal Employment, form AO78 ([located here](#))
4. Portfolio of work that shows representation of skills and experience

Address your cover letter to:

**Attn: Jeffery Howell, Director of Human Resources  
United States District Court, EDNY  
225 Cadman Plaza East  
Brooklyn, New York 11201**

**Incomplete applications will not be considered.**

**BACKGROUND INFORMATION:** Initial appointment of the successful applicant is provisional pending the required fingerprint and background investigation once an offer of employment is made.

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

**MISCELLANEOUS INFORMATION:** This position is subject to mandatory electronic direct deposit of salary payments. Applicants must be a United States Citizen or qualifying non-citizen.

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 the applicant has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point 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.

The U.S. District Court for the Eastern District of New York reserves the right to modify the conditions of this job announcement, withdraw the announcement, or to fill the position prior to the closing date, any of which may occur without prior written or other notice.

**The U.S. District Court is an Equal Opportunity Employer.**