

## Circuit Court for Baltimore City Facilities Project Manager

The Circuit Court for Baltimore City is seeking a dynamic individual for the position of Facilities Project manager. The Facilities Project Manager will be responsible for monitoring and managing court facilities and construction projects. Facilities and Construction Management is needed due to the myriad of repairs and new construction projects needed as a result of the court's aging historical facilities. The incumbent will report to the Court Administrator.

### **Essential Functions**

- Under general supervision, coordinates and manages projects in support of Court Administration. Ensures effective scheduling, coordination and collaboration of project management, engineering and construction activities with the State Judiciary, Department of General Services (DGS) and other City agencies.
- Participates in the overall planning and administration of programs and project for the Circuit Court.
- Assists Court Administration with space and facilities renovation and refurbishment.
- Answers questions that involve technical data and explanation of contracts, regulations, policies, standards or procedures.
- Monitors contractor's, vendors and tenants conformance with the project scope and contract requirements.
- Arbitrates and resolve conflict and interface problems within the project.
- Use appropriate verification techniques to manage changes in project cope, scheduling and costs.
- Determines resources and Project Impact on Internal & External customers.
- Maintains RFP's, bid information and other contract documents.
- Enter work requests in the City's ARCHIBUS system and track progress.
- Attend pre-construction and progress meetings as a representative of, or advisor to, the court's management team.
- Monitors the performance and project services by outside contractors and sub-contractors.
- Recommends solutions to problems arising during construction
- Prepares correspondence, reports, forms, work orders and specialized documents.
- Use project software to track project benchmarks and path to completion
- Works with court divisions/departments to maximize work[place efficiency
- Works closely with Building Maintenance to schedule and resolve various maintenance repairs
- Performs other related duties as assigned.

### **Education, Knowledge and Experience**

- A Bachelor's Degree from an accredited college or university in Operations Management & Analysis and/or Project Management, Business Management, Business Administration, Business leadership, or a related field. Three (3) years of experience in planning, supervision, evaluation or coordinating of project or business operations. And/or an Associate's Degree from an accredited college or university in Business Management, Business Administration or a related field. Five (5) years of experience in project management planning, supervision, evaluation or coordination of a project or business or operation.
- Expert knowledge in Project Management, must be able to create a detailed work plan that identifies and sequences activities to be completed, must be able to define the scope and objective of the project in collaboration with senior management.
- Knowledge of construction methods, scheduling and materials.
- Knowledge of inspection methods
- High organization skills in managing multiple projects simultaneously.
- Proven team-building and interpersonal skills
- Ability to build strong internal and external relationships, using effective verbal and written communication skills.
- Ability to perform and manage technically complex projects using independent judgement and personal initiative.
- Ability to work within established protocols, manage deadlines, provide a high level of customer services and disseminate information accurately and appropriately to stakeholders and senior management.
- Ability to maintain positive working relationships and keep the lines of communication open at all times.
- Ability to deal with diverse individuals at different levels of management.
- Ability to interpret and explain City contracts procedures.
- Ability to utilize the computer and business software packages to maintain records, manage workflow and prepare technical correspondence.
- Ability to communicate effectively, both orally and in writing.

**Compensation:**

This is a part-time (1,000 hours) permanent position with benefits. The annual salary range is \$58,300.00 to \$93,500.00

**To Apply:**

**If you previously applied and still express an interest, please send an email expressing consideration only.**

A writing sample will be obtained following the interview.

Please submit a cover letter and resume by COB deadline **Friday, March 24, 2017** to:

MS. Gwen Henderson, Human Resource Officer of the Courts  
Circuit Court for Baltimore City  
Administrative Office  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21201  
(Please, no telephone calls or email responses)  
[www.baltimorecity.gov](http://www.baltimorecity.gov)

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

**Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at anytime, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.**

**The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an Alcohol & Drug screening as a condition of employment.**