

Be Part of Access to Justice Behind the Scenes!



Facilities Director Anchorage Range 24 Starting at \$123,903.00 Annually

The Position

The Alaska Court System (ACS) is accepting applications for Facilities Director, based in Anchorage, Alaska. Under the general direction of the Administrative Director of the Courts, this position oversees facilities issues for all 40 state court buildings throughout Alaska. The Facilities Director develops, coordinates, and expedites the design, construction, renovation, leasing, security, budget, maintenance activities, and coordination with relevant court departments such as fiscal operations, information services, and security and emergency preparedness. This encompasses serving court system staff and interacting with other state and local agencies.

The Facilities Director is a member of the court system's senior management team and works closely with the Administrative Director, senior administrative staff, and judicial officers to ensure court buildings are functional and safe environments for the public and staff to conduct court business. The Facilities Director must be self-directed, but a team player. This is a supervisory job class with substantial authority to support their staff members to be high-performing, and to employ, discipline, and adjudicate the grievances of subordinate employees. The Facilities Director is in the court's partially-exempt service and serves "at-will" to the Administrative Director.

The Alaska Court System

Alaska has a unified, centrally funded court system for the operation of the appellate and trial courts. The state's trial courts are organized into four judicial districts; administration of each district is the responsibility of a presiding judge supported by an area court administrator. All court operations are state funded, including court facilities. The Alaska Court System has approximately 110 judicial officers (justices, judges, and magistrate judges) and 640 court personnel.

The Work Location

The Administrative Office is located in downtown Anchorage, Alaska's most populous city. Nestled in Southcentral Alaska on the shores of Cook Inlet, you will find more than 60 glaciers, the famed Kenai River, Denali National Park, and the Chugach National Forest within a day's drive. Anchorage boasts a vast network of trails, perfect for exploring the stunning beauty of Alaska. Anchorage is home to the University of Alaska - Anchorage, Alaska Pacific University, and Joint Base Elmendorf-Richardson (U.S. Air Force and U. S. Army).

The Administrative Office includes: General Counsel and legal staff; Fiscal Operations; Security; Human Resources; Facilities; Access to Justice Services; Technology & Information Services; Law Library; and Therapeutic Courts. The Facilities Department consists of a Deputy Facilities Director, a Facilities Project Manager, and a Leasing and Contracts Manager.



Job Duties

Work with ACS Fiscal staff to develop, prioritize, and package a financial management presentation of the capital budget as it pertains to Facilities.

- Responsible for submitting annual operating and maintenance budget requirements to the Chief Financial Officer for 40+ court locations.
- Supervise Facilities staff members to include staff development and team building.
- In conjunction with Fiscal staff, develop project budgets, manage reimbursable services agreements for recurring maintenance and construction contracts; track leasehold projects requested by users and monitor costs; maintain financial controls, project accountability, and status.
- Analyze and develop facility requirements for new construction, renovation, or maintenance projects; determine project feasibility, scope, prepare cost estimates, and recommend alternatives and priorities.
- In accordance with ACS procurement guidelines, solicit, negotiate, and oversee requests for proposals and competitive bids for professional services and construction contracts; participate in the preparation, review, selection, and award of bids.
- Coordinate with staff, contractors, consultants, and regulatory agencies for timely review and approval of plans and drawings, assuring compliance with building codes, local, state and federal laws and regulations, and policies and procedures.
- Serve as project manager for planning, design, and construction contracts: define project goals and

objectives; solicit input from user groups for space planning; coordinate design resolutions with architects; review and approve submitted plans.

- Administer contracts for new construction, remodel and leasehold; review completed work and review and track project budgets.
- Inspect buildings for compliance with contract documents and applicable building codes; coordinate abatement contracts to minimize impact of hazardous substances at court facilities.
- Perform warranty research and resolution; resolve user complaints; review and approve small procurements and arrange for repair of building systems and components.
- Maintain project files and records, plans, specifications, and as-builts.

Characteristics of an Ideal Candidate

- Working knowledge of commercial facilities maintenance and operations including electrical, mechanical, architectural, HVAC, and Direct Digital Controls.
- Knowledge of the principles and techniques of contract administration, including organization, planning, budgeting, and reporting.
- Knowledge of the tools of project management such as methods development, project scheduling, and cost analysis.
- General skills in architectural design such as space planning, building and casework details.
- Proficient in MS Office software and Adobe Acrobat.
- General knowledge of drafting software such as MS Visio, AutoCAD or REVIT.

- Knowledge of project scheduling software such as Timberline, Primavera or MS Project.
- Ability to establish and maintain cooperative and effective relationships with a wide variety of government officials, contracting agencies, consultants, contractors, architects, engineers, court staff, and court users.
- Ability to set goals, monitor progress, and adjust resources to accomplish objectives.
- Experience analyzing bids and proposals for specific criteria, cost efficiency, quality, economy, and other related aspects.
- Recognize hazardous conditions and take appropriate steps.
- Ability and willingness to be on call as needed and travel to remote locations with limited services in small aircraft.
- Ability to motivate staff and create a compelling vision for the importance of the facilities work in the success of court operations and the delivery of court services.
- Ability to plan strategically and implement changes.



Schedule

This position is full-time with a regular schedule of 8:00 AM to 5:00 PM, Monday through Friday. Occasional evening and weekend work is required as well as occasional overnight travel. The incumbent must be available outside of court business hours for emergencies and unexpected interruptions to court operations. The position is not eligible for overtime compensation. Duties require frequent in-person, videoconference and telephone contact with people from diverse backgrounds and different levels of experience and knowledge.

Salary

The minimum annual salary is \$123,903.00 at range 24. ACS practice is to begin employees at the first step on the salary schedule. A higher starting salary may be considered depending upon the applicant's current salary, education, and experience. The salary schedule provides annual increases between Step A and Step F (\$123,903.00- \$146,815.00 annually). After Step F, court employees are currently eligible for nine additional step increases at two-year intervals (J through R).

We provide health insurance for the employee and eligible dependents, a retirement plan, 12 paid holidays, personal leave, Supplemental Benefits System in lieu of Social Security, and a Deferred Compensation Plan (optional). **A moving and relocation allowance is available.**

Employee Benefits

- Health and Dental Insurance for Employee and Eligible Dependents
- Vision Insurance (optional)
- Disability Plans (optional)
- Flexible Spending Account
- Defined Contribution Retirement Plan

- Supplemental Benefits Annuity in lieu of Social Security
- Deferred Compensation Plan
- Worker's Compensation
- Leave Accrual and 12 paid Holidays



Minimum Qualifications

Bachelor's degree from an accredited college with a major in facility management, public or business administration, planning, design, architecture, engineering, or a closely related field AND five years of professional experience in facility management, building design, planning, project or cost management, or construction management AND at least three years of experience as a supervisor where staff development and team building was a focus of the position.

Substitution: Graduate study in architecture, administration, planning or engineering may be substituted for up to one year of the required experience.

Conduct Expectations

Because of the Alaska Court System's role in providing justice and upholding the rule of law, employees are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect upon the court system.

Criminal Background Check

The selection process includes a criminal background check. Convictions will be reviewed on a case-by-case basis and may be a bar to employment if the circumstances of the conviction are directly related to the duties and responsibilities of this position.

How to Apply

Qualified applicants must submit (in one attachment) a comprehensive resume; Letter of Interest explaining relevant education and experience, and the manner in which the applicant meets the minimum qualifications; and a list of three professional references with current contact information.

Applications must be received no later than 5:00 p.m. ADT on Friday, August 8, 2025.

Applications may be submitted to:
recruitment@akcourts.gov

Or mailed to:

Alaska Court System,
Human Resources Department,
820 West 4th Avenue,
Anchorage, AK 99501.

Additional Information

For more information regarding the Alaska Court System, Anchorage, and the State of Alaska, please visit the following websites:

<http://courts.alaska.gov/>

<http://www.muni.org/>

<http://alaska.gov/visitorHome.html>

