

U.S. District Court
Northern District of Ohio
Career Opportunity
VA #18-09



Procurement Specialist

Location: Cleveland, Ohio

Reports to: Financial Supervisor

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: CL 25 to CL 26

Salary Range: \$42,116 - \$75,416

Posted: May 2, 2018

Closes: Opened until filled – first consideration given to applications received by Friday, May 18, 2018.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Court has an immediate opening for a Procurement Specialist in our Cleveland courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.

POSITION SUMMARY:

This position is located in the Procurement Department of the Clerk's Office and reports to the Financial Supervisor. The employee performs and coordinates administrative, technical and professional work related to purchasing and activities of the Court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. The employee also performs activities which include preparing specifications, negotiating service contracts, and preparing purchase orders.

REPRESENTATIVE DUTIES:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate time and delivery of purchases.
- Adhere to the Guide to Judiciary Policy, Judiciary Procurement Program Procedures and local procurement policies and internal control procedures. Understand and apply Administrative Office (AO) audit guidelines
- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds. Prepare spreadsheets and maintain databases to track expenditures.
- Research and evaluate suppliers based on price, quality, selection, service, support availability, reliability, production and distribution capabilities. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors, discuss evaluations and review with requestors and subject matter experts.
- Negotiate with vendors for best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.

- Assist with space and facilities project work.
- Assist with Continuity of Operations (COOP) program requirements.
- Serve as a backup for other procurement staff members.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify and process invoices and prepare payment requests. Administer programs and processes related to inventory management.
- Assist in writing and/or revising operating procedures for procurement management.
- Travel within and outside the district as required for meetings, training and conferences.
- Participate in other projects or cross-training within the Clerk's office and perform other administrative duties as required.

QUALIFICATIONS: (Qualifications must be met at the time of application)

- Applicants must have a least three years of specialized experience. Specialized experience is progressively responsible purchasing experience that provided knowledge of the rules, regulations, practices and principles, of procurement; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

Preferred qualifications include:

- Bachelor's degree in business or finance from an accredited four-year college of university
- Certified Public Procurement Officer (CPPO)
- Government purchasing experience
- Knowledge of the accounts, procedures and applicable financial automated systems of the judiciary

REQUIRED SKILLS:

- Knowledge of general procurement management procedures, internal controls and separation of duties. Knowledge of the court unit's needs and usage of supplies, equipment, and services. Skill in preparing requests and documents for qualifications/proposal/quotation documents and maintaining procurement records. Skill in planning and coordinating time and delivery of purchases.
- Ability to interpret and implement national and local guidelines, rules, and regulations, policies and procedures related to procurement operations.
- Skill in negotiating terms and conditions of services and contracts with vendors. Skill in developing specifications through interaction with subject matter experts to identify and articulate needs. Ability to anticipate, analyze, and fulfill the short-term and long-term procurement needs of the court.
- Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing.
- Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and systems.
- Advanced technical level Excel skills including spreadsheet preparation. Proficient in the use of Microsoft Word and all other Microsoft Office products.
- Demonstrated skill in organization, planning, and execution.
- Excellent analytical and problem solving skills; ability to collaborate with co-workers and the leadership team.
- Effectively communicate procurement and financial information to a variety of audiences verbally and in writing.

BENEFITS:

Employees of the U.S. District Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days; and paid holidays
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs, flexible spending accounts, commuter reimbursement benefit)
- Group life insurance and long term care insurance
- Participation in the Federal Employees Retirement System (FERS)
- Traditional (pre-tax) and Roth (post-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions
- Federal court employees can join the Federal Court Clerks Association, a national, professional court organization
- Fitness center
- Transit subsidy

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. **ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:**

- Subject of Email should read: **Vacancy 18-09-Procurement Specialist**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Completed Employment application (AO78) found at this link:
<http://www.ohnd.uscourts.gov/careers>

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on , May 18, 2018.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.