UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK
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WILLIAM W. BLEVINS
CLERK OF COURT

KITO J. BESS
CHIEF PROBATION OFFICER

*******AMENDED*******

NOTICE OF POSITION VACANCY

POSITION TITLE: **PROCUREMENT MANAGER**

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 16-DSC-04

OPENING DATE: MONDAY, FEBRUARY 1, 2016

1ST CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS, 5:00 PM CENTRAL/STANDARD TIME, **FRIDAY, FEBRUARY 12, 2016** WILL BE CONSIDERED FOR FIRST REVIEW (**OR UNTIL FILLED**).

AMENDED CLOSING DATE: **MARCH 25, 2016**, BY CLOSE OF BUSINESS, 5:00 PM CENTRAL/STANDARD TIME *

Applications originally received by the 1st closing date of February 12, 2016 will still be considered. No need to reapply

JOB CLASSIFICATION/GRADE: CL-28

SALARY RANGE: $56,797 - $92,336 (DEPENDING ON QUALIFICATIONS AND EXPERIENCE)

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is seeking qualified applicants for the full-time permanent positon of Procurement Manager. The Procurement Manager is located in the Shared Administrative Services Unit and supports the district court and probation office, performing professional and managerial work related to supervision, policy, and oversight of procurement operations in a shared administrative services environment for both law enforcement and non-law enforcement agencies. The incumbent primarily directs procurement personnel and ensures compliance with the appropriate guidelines, policies and approved internal controls.

REPRESENTATIVE DUTIES:

- Manage, develop, and mentor staff involved in court procurement activities, including establishing standards, assigning and reviewing work, evaluating performance, approving leave, and handling disciplinary actions. Oversee the daily operation of the department. Establish work procedures, conduct staff meetings, provide information and delegate work fairly and consistently. Oversee work products and processes and provide guidance as required. Ensure employees receive process and procedural systems training.

- Perform and manage all aspects of the procurement functions of the court in a shared administrative services environment ensuring compliance with the appropriate guidelines, policies, regulations, and internal controls. Develop, maintain, and monitor a system of separation of duties for the department and ensure adherence. Identify and/or recognize procurement functions requiring improvement and make appropriate recommendations to better meet the court's needs. Develop, implement, and evaluate policies, practices, and standards for the office and recommend appropriate policy changes as required. Participate in strategic planning and provide sound advice to help achieve court unit goals.
- Work closely with unit executives, budget, and space & facilities personnel to facilitate successful completion of all construction projects including minor work orders and reimbursable work authorizations. Monitors contracts and orders for construction to ensure funding availability and compliance with appropriate guidelines, policies, and approved internal controls.
- Applies financial system approvals to purchases and payments for goods and services ensuring financial accuracy and adherence to appropriate guidelines, policies, and internal controls prior to approval.
- Justifies annual budget needs for recurring services and other procurement contracts for all court units participating in the shared administrative services agreement.
- Ensures specifications, solicitations, and requests for qualifications/proposals prepared by staff are thorough, clear, meet customer needs, and are developed in compliance with policies and procedures and meet established preparation deadlines. Ensure staff conducts thorough research and evaluates suppliers based on price, quality, selection, service, support, reliability, production, and history. Evaluate and monitor contract performance, ensuring compliance with contracted obligations and resolve conflicts effectively.
- Oversee and manage all purchasing activities and coordinate supply and delivery of items from vendors to meet the needs of all court units within the shared services environment. Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies and determine availability of funds. Assist staff with reviewing competitive bids, quotes, and proposals from vendors and contractors while meeting appropriate procurement guidelines. Ensure required negotiation for any contract is performed under the guidance of the Procurement Management Division. Review, evaluate, verify, and process invoices. Review accounting records of each functional allotment and reconcile accounts. Provide appropriate justification when recommending cyclical replacement of accountable property.
- Ensures purchase card holders follow Judiciary Purchase Card Program Policy, obligate credit card purchases timely, and pay purchase card statements timely.
- Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs. Comply with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, and internal controls guidelines. Adhere to procurement procedures, policies, and practices. Abide by the *Code of Conduct for Judicial Employees.* Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Establish and monitor programs which implement change management and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor procurement activities and status and take appropriate action.
- Communicate and respond to requests from upper management with regard to procurement operations, keeping them well-informed. Communicate clearly and effectively, both orally and in writing, to explain complex procurement concepts to individuals and groups with varying experience and backgrounds. Interact with vendors and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and court staff, while maintaining confidentiality. Communicate with requesters to determine actual needs and thoroughly evaluate whether proposed purchases will meet those needs.

MINIMUM QUALIFICATIONS:

Two years of specialized experience, including at least one year equivalent to work at CL-27 **or** Completion of a Master's degree or two years of graduate study (36 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other field closely related to the subject matter of the position.

Specialized experience is progressively responsible experience in a wide range of procurement and contracting principles, policies, procedures, and regulatory requirements, methods, contract operations, procurement law, and statutory mandates, which provided knowledge of the rules, regulations, and terminology of procurement administration.

PREFERRED QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance, Business Administration, or Public Administration from an accredited college or university. Current certification as a Contracting Officer is desirable.

Applicants should possess excellent computer and typing skills, including skills in word processing, scanning and uploading PDF documents, email, and web browsers. Position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude. Applicant must also demonstrate excellent organizational skills and skills in prioritizing tasks and work assignments. The ability to communicate effectively verbally and in writing is required since frequent contact is with a wide variety of individuals. Good knowledge of language usage, grammar, and spelling is required.

BENEFITS:

Employees of the United States District Court are at will employees, are not subject to regulations of the Civil Service Commission, and do not qualify for Merit System Board protections. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

*****Eligibility for benefits varies with part-time and/or temporary appointments*****

ADDITIONAL INFORMATION:

The Office of the Clerk provides clerical support and record keeping services to the U. S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short and long range opportunities for those interested in a service career with the United States Courts.

New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a complete applicant's packet which includes:

- A completed AO-078 Federal Judicial Branch Application For Employment
- A letter of interest (cover letter)
- A current/detailed resume

The AO-078 application form can be downloaded from:
http://www.laed.uscourts.gov/sites/default/files/forms/AO_078.pdf

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer