



**U.S. DISTRICT COURT & U.S. PROBATION OFFICE
EASTERN DISTRICT OF LOUISIANA**

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WILLIAM W. BLEVINS
CLERK OF COURT

VERÓNICA RAMÍREZ
CHIEF PROBATION OFFICER

POSITION: Procurement Manager
SALARY*: \$59,660.00 – 96,999.00 Annually
***Starting salary depends on education and experience**
DEPARTMENT: Eastern District of Louisiana, Shared Administrative Services Unit
OPENING DATE: 11/22/2019
CLOSING DATE: 12/06/2019
JOB GRADE: CL – 28
DUTY STATION: New Orleans

POSITION OVERVIEW:

The United States District Court/Probation Office, for the Eastern District of Louisiana, are seeking qualified applicants for the full-time permanent position of Procurement Manager, **vacancy announcement #20-DSC-02**. 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. The incumbent primarily directs procurement personnel and ensures compliance with the appropriate guidelines, policies, and approved internal controls.

REPRESENTATIVE DUTIES AND REQUIRED COMPETENCIES:

- 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 internal controls and 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.

QUALIFICATIONS - EXPERIENCE & EDUCATION:

Minimum Qualifications

To qualify for a supervisory position, an individual must:

1. Meet the qualification standards applicable to positions for the next highest level of work effectively supervised.
2. Have specialized experience that included progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain: Skill in developing the interpersonal work relationships needed to lead a team of employees; The ability to exercise mature judgment; and Knowledge of the basic concepts, principles, and theories management and the ability to understand the managerial policies applicable to the judiciary unit involved; and

3. At least one year of experience at or equivalent to the next level below the level of the position for which the person is being considered (i.e., CL-27).*

* Two years of specialized experience, including at least one year equivalent to work at the CL-25; or Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements: An overall "B" grade point average equaling 2.90 or better of a possible 4.0; Standing in the upper third of the class; "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology; Election to membership in Phi Beta Kappa, Sigma Xi, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshmen Honor Societies; or Completion of one academic year (18 semester or 27 quarter hours) of graduate study 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 that is in, or closely related to, the work of the position that has provided the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Preferred Qualifications

- Experience with Federal Judiciary Procurement and Accounts Payable functions.
- Current certification as a Contracting Officer is desirable.
- Completion of a Master's Degree in Accounting, Finance, Business Administration, or Public Administration, from an accredited institution.
- Possess excellent computer and typing skills, including skills in word processing, scanning, and uploading PDF documents, email and web browsers.
- Demonstrate excellent organizational skills and skills in prioritizing tasks and work assignments.
- Ability to communicate effectively verbally and in writing is required.
- Familiarity and history with incorporating software applications to further support and advance operations in an efficient manner.

ADDITIONAL INFORMATION:

Benefits

Employees of the United States District Court/Probation Office 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.

New Selectees are subject to a background check (i.e., investigation) and subsequent favorable suitability determination; and selectees to high-sensitive positions are subject to updated background investigations every five years.

How To Apply

Only the most qualified candidates will be invited for interviews and those interviewed will receive a response. Applicants must travel at their own expense. Applicants must be citizens of or 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/Probation Office reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, or withdraw the announcement without prior written notice. The United States District Court/Probation Office 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 and Probation Office for the Eastern District of Louisiana is an Equal Opportunity Employer.
