

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title:	Procurement Supervisor #21-20
Location:	Dallas, Texas
Closing Date:	Open until filled
Starting Salary/Range:	CL 27/CL 28 (55,736-108,584)*

*Depending upon qualifications and experience

POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is recruiting for the position of Procurement Supervisor. The incumbent is responsible for procuring supplies, equipment, miscellaneous services, and furnishings for the court as required. In addition, the incumbent contracts for maintenance and repair of equipment and furniture, ensures adherence to the *Guide to Judiciary Policy* on procurement practices, processes bills and invoices for payment to vendors and contractors, coordinates with General Services Administration personnel on maintenance related to working conditions, develops and justifies budget requests, maintains the inventory of property, and oversees inventory reconciliations for the court. Duties also include supervising three members of the Procurement staff. The incumbent reports to the Procurement & Facilities Manager in the U.S. District Clerk's Office in Dallas but provides services to the entire district. Infrequent travel may be required to other divisions in the district.

REPRESENTATIVE DUTIES:

- Supervise employees involved in procurement activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions. Assist in developing work standards. Supervise, delegate, and prioritize workload. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations. Coordinate staff training to ensure that required certifications are met and maintained.
- Procure supplies, equipment, miscellaneous services, and furnishings from government and nongovernment sources through new contracts, competitive bids, or existing government contracts. Determine if requests for goods and services are allowable under limitations, restrictions, and policies, including determining availability of funds.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as the supplier's reputation and history. Assist with the preparation of specifications, solicitations, and requests for

qualifications/proposals. Research products and equipment and 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.
- Formulate, evaluate, interpret, implement, and enforce procurement policies, procedures, and standards for the court unit. Ensure adherence to the *Guide to Judiciary Policy* and Judiciary Procurement Policies and Procedures regarding procurement practices, and the court unit's internal controls procedures.
- Prepare spreadsheets and maintain databases to track certain expenditures. Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and payment requests.
- Communicate and respond to management requests regarding procurement operations.
- Answer policy and procedure questions for judges and unit staff. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Execute and maintain Court Reporter and Interpreter contracts and invoices.
- Ensure purchase cardholders follow Judiciary Purchase Card Program Policy, obligate credit card purchases timely, and pay purchase card statements timely.
- Ensure compliance with internal controls over all areas supervised.

QUALIFICATIONS:

The incumbent should have at least five (5) years of public sector procurement experience, preferably in the federal government, and hold a bachelor's degree in accounting, business management, supply chain management, or related field from an accredited college or university. The incumbent must have or be able to obtain and maintain expert knowledge in judiciary procurement regulations. In addition, the incumbent must have the ability to communicate financial information concisely and convincingly, both in writing and orally, and be skilled in the art of negotiation. The incumbent must demonstrate skill in completing purchasing documents that are thorough, clear, and meet policy standards. The incumbent must be proficient in researching and interpreting purchasing guidelines, rules, regulations, and policies. The incumbent is expected to have or obtain a Judiciary Contracting Officer Contracting Program Certification, Level 1 & Level 3, within two months of employment.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include health and life insurance programs, scheduled holidays and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources #21-20
United States District Clerk's Office
1100 Commerce Street, # 1452
Dallas, TX 75242
Email: humanresources@txnd.uscourts.gov

***** The Court is an Equal Opportunity Employer *****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case-by-case basis.