

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS**

**Position Title: Procurement  
Supervisor**

Announcement Number: 2016-24

Location: Tyler, Texas

Grade Range: CL 27-28

Salary Range: \$47,390 with  
promotion potential to \$92,336

\*depending upon qualifications  
and experience



U.S. District Court, EDTX  
Human Resources  
211 W. Ferguson Street  
Tyler, Texas 75702  
Opening Date: December 20, 2016  
Closing Date: December 31, 2016,  
or until filled

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**NOTICE OF VACANCY**

The United States District Court for the Eastern District of Texas is accepting applications for a **Procurement Supervisor**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler. Assignment of the position is in the Tyler office.

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**POSITION OVERVIEW:**

The Procurement Supervisor performs professional and supervisory work related to all procurement functions including building management and space and facilities projects. This position ensures that the court is supplied with the materials, equipment, and services required for optimal operation. The successful candidate will serve as a first-line supervisor and ensures compliance with appropriate guidelines, policies, and approved internal controls.

**REPRESENTATIVE DUTIES:**

- Supervise, delegate and prioritize workload, implement staff procedures and write policies and procedures for procurement department. Oversee office functions, identify issues and resolve disputes. Maintain accurate documentation and make recommendations regarding employee appointments, evaluations, promotions, disciplinary actions 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 products, suppliers and equipment. Prepare specifications, solicitations and requests for quotes/proposals. Obtain and review competitive bids, quotes and proposals from vendors and contractors. Review evaluations with requestors and subject matter experts. Negotiate with vendors on pricing. Coordinate with 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.

- Ensure adherence to the *Guide to Judiciary Policy* and Judiciary Procurement Program Procedures regarding procurement practices and the court's internal controls procedures.
- Formulate, evaluate, interpret, implement and enforce procurement policies, procedures and standards for the court.
- Prepare spreadsheets and maintain databases to track expenditures. Identify and maintain lists of vendors and sources of supply for goods and services. Review, verify and process invoices and payment requests.
- Prepare, update and analyze a variety of regular and non-standard reports. Design, develop and maintain spreadsheet formats and programs for analyzing departmental information.
- Perform audit reviews to ensure compliance with judiciary policies and procedures, internal controls and generally accepted accounting principles. Prepare documents identifying findings and develop written recommendations for implementation of changes.
- Assist in the development, delivery and maintenance of a comprehensive training program for all employees having procurement duties. Ensure employees are kept informed of regulations and procedures issued by the Administrative Office relating to procurement and space and facilities matters.
- Serve as project manager on special initiatives, such as: process improvement, procurement and other related areas as required.
- Make recommendations in areas of continuing responsibility, including organizational needs, services which extend across organizational boundaries and special cost-effectiveness analysis projects for the court.
- Serve as back-up to the space and facilities technician.
- Review GSA contract specification documents and blueprints to ensure compliance with the *U.S. Court Design Guide* and that the court's preferences are met. Document and report deviations or non-compliance issues. Make recommendations to appropriate individuals regarding improvements, changes in procedures, or other actions.
- Review development of furniture layouts and assist in selection and procurement of furniture and furnishings. Create and/or approve move coordination plans which include detailed schedules and phasing plans, including the movement of electrical, data, telecommunications equipment and lines.
- Make recommendations for improvements of the overall effectiveness of procurement, space and facilities and budget management in the court, including the implementation of new improved methods, systems and procedures.
- Assist with event planning, including conferences, meetings and court ceremonies. Prepare meeting agendas, materials and minutes.
- Communicate and respond to management requests regarding procurement operations, space and facilities activities and budget. Provide customer service and resolve difficulties while complying with regulations, rules and procedures. Comply with 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.
- Serve as the back-up for the Procurement/Budget Manager.

### **QUALIFICATIONS:**

- Significant experience managing people in a district court environment. The ideal candidate will have five or more years' experience successfully managing team members in a procurement, space and facilities and/or budget environment.

- Demonstrated knowledge of procurement procedures, budget and financial planning, guidelines, policies, practices and protocols used within the federal court, as well as the methods and practices involved in planning, design and construction processes.
- Demonstrated knowledge of federal government procurement policies and procedures, government budgetary practices and evolving policies and design standards of the Administrative Office, General Services Administration and circuit as they relate to space and facilities. Demonstrated knowledge of the *Internal Controls Handbook for the Federal Courts* and the *Management Oversight and Stewardship Handbook*.
- Demonstrated understanding of the court's needs and trends related to the usage of supplies, equipment and services.
- Demonstrated knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing. Demonstrated ability to research, interpret and implement federal judiciary guidelines and policies regarding purchasing.
- Demonstrated ability negotiating terms and conditions of services and contracts with vendors. Experience interacting with subject matter experts in order to develop accurate service or product specifications. Demonstrated ability to anticipate and analyze short-term and long-term procurement needs of the court.
- Demonstrated ability to develop, write, review and maintain policies, procedures and forms, as well as the ability to make timely and effective decisions. Demonstrated ability to obtain and maintain Levels 2 and 3 Contracting Officer Certification Program certifications.
- Possess knowledge of supervisory and employee management principles. Experience successfully performing management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Experience utilizing problem solving skills when managing conflicts in the workplace.
- Demonstrated ability to interact effectively (orally and in writing) with requestors and vendors, providing customer service and resolving difficulties while complying with regulations and policies.
- Demonstrated skill using word processing, spreadsheet and database applications, as well as financial and accounting systems used for preparing and tracking purchase orders and other systems related to procurement, space and facilities and budget activities.
- Demonstrated skill developing creative design solutions based on specific functional requirements of users, within policy design standards and funding restrictions. Experience reviewing and analyzing construction documents and cost estimates, negotiating fees and costs and resolving issues from preliminary design through construction. Demonstrated ability to simultaneously oversee and coordinate a range of projects at various stages of construction and through occupancy.
- Demonstrated knowledge of the *U.S. Courts Design Guide*, the *Guide to Judiciary Policy* and other relevant government policies and regulations. Demonstrated knowledge of court space and usage requirements and court culture.
- Experience discussing terms and conditions with contractors and facility service providers. Demonstrated skill in interacting with subject matter experts in order to develop space and facility specifications. Experience anticipating and analyzing short-term and long-term space and facility needs of the court.
- Demonstrated ability to use risk management practices to minimize the judiciary's exposure to adverse action from vendors and contractors.
- Demonstrated skill and accuracy in working with numerical calculations. Must possess the ability to understand complex relationships among accounts and how budget procedures relate

to the overall business of the court. Demonstrated ability to troubleshoot errors and identify their probable causes.

- Must possess a comprehensive knowledge of the purpose of and processes related to budget decentralization. Knowledge of federal appropriation law, judiciary regulations and the *Guide to Judiciary Policy*. Demonstrated ability independently analyzing and reviewing accounts. Experience auditing and analyzing budget and financial operations and developing recommendations for improvements.
- Demonstrated knowledge of court operations and functions. Must possess thorough knowledge of Administrative Office audit policies, procedures, and standards.

### **PREFERRED QUALIFICATIONS:**

A bachelor's degree in business administration or a related field is preferred. Significant related work experience may be substituted. Court preferred skills include a current or previous Level 2 and Level 3 Contracting Officer Certification.

### **BENEFITS AND HIRING POLICIES**

Judiciary employees serve under excepted appointments, are considered at-will employees and are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance and a tax-deferred savings plan. Judicial employees are also entitled to long-term care and disability insurance and a Flexible Benefits Program which includes medical care reimbursement, dependent care reimbursement and commuter benefits reimbursement. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay. Applicants are subject to a complete FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation.

Employees of the United States District Court must be United States citizens or eligible to work in the United States. Employees of the United States District Court are Excepted Service appointments. Excepted Service appointments are at will and can be terminated with or without cause by the Court. The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

### **HOW TO APPLY:**

Qualified applicants should send a **cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume.** The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager  
William M. Steger Federal Building and United States Courthouse  
211 West Ferguson Street, Room 106  
Tyler, Texas 75702

An application form can be obtained on our web page at: [www.txed.uscourts.gov](http://www.txed.uscourts.gov) All documents should be submitted as a **single pdf** with the reference number (2016-24) in the subject line via e-mail to: [hr@txed.uscourts.gov](mailto:hr@txed.uscourts.gov)

Completed application packages must be emailed no later than Saturday, December 31, 2016. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Finalists for the position may be required to take proficiency tests. Expenses associated with interviews or relocation will not be reimbursed.

*The United States District Court Is an Equal Opportunity Employer.*