

VACANCY ANNOUNCEMENT 2016-2

OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TENNESSEE

DATE: January 19, 2016

POSITION TITLE: Procurement and Facilities Administrator (Full-Time Permanent)

LOCATION: Knoxville, TN

SALARY: CL 27/1 to CL 28/61 (\$47,390 to \$92,336)
Starting salary is dependent upon qualifications and experience in accordance with the Court Personnel System.

PROMOTION POTENTIAL: There is promotion potential to the CL 28 level without competition (when determined qualified and depending upon budget).

CLOSING DATE: Expected closing date has been extended to February 23, 2016. Opportunity will be considered open until the position is filled or cancelled.

POSITION OVERVIEW:

The U.S. District Court Clerk's Office for the Eastern District of Tennessee is recruiting for a Procurement and Facilities Administrator position. This position provides support to the financial operations and facilities management of the Clerk's Office. The incumbent maintains a Contracting Officer certification and oversees and administers the professional, technical, and organizational work related to the court's procurement operations, day-to-day building management activities, and space and facilities projects. Responsibility includes performing advanced procurement activities requiring specialized knowledge of procurement policies and practices; planning, design, technical review, and financial management planning for all space and facility projects; and district-wide coordination of all building management activities for the court unit. The Procurement and Facilities Administrator will report to the Financial Administrator. Duties include, but are not limited to, the following:

- Manage, develop, and provide guidance to support staff involved with procurement, building management, and space and facilities activities, including establishing work procedures, assigning and reviewing work, evaluating performance, and overseeing daily operations.
- Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures* on procurement practices. Ensure compliance with appropriate guidelines, policies, and approved internal controls.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Plan and coordinate delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track expenditures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests.

- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as reputation and history.
- 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 requesters and subject matter experts.
- Negotiate with vendors for the 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.
- Prepare purchase orders and payment authorizations.
- Collect, review, audit, and analyze data and information, such as court operations and activities, budget and financial data, and other similar statistical data. Develop reports based on historical and current data to determine trends and areas for efficiencies.
- Recommend cyclical replacement of accountable property.
- Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new or renovated space and facilities and submit for approval. Verify RWA charges and authorize payment.
- Review General Services Administration (GSA) contract specification documents and blueprints to ensure compliance with the *U.S. Courts Design Guide*, and the court's preference. Document and report deviations or non-compliance issues. Participate in all project planning and design meetings.
- Make recommendations to appropriate individuals regarding improvements, changes in procedures, or other actions.
- Develop furniture layouts and assist in selection and procurement of furniture and furnishings.
- Serve as move coordinator and create detailed relocation project plans, including the movement of electrical, data, and telecommunications equipment lines. Travel to divisional offices to assist Division Managers with larger scale projects as requested.
- Prepare all court reports and requests for space that involve surveys of existing space and new space requirements due to new judges and/or courthouses. Coordinate such requests with the Administrative Office.
- Reconcile and verify court space with GSA drawings and statements and attend all building security and tenant meetings, as required.
- Provide technical advice and recommendations to judges and unit executive to assist in defining courthouse design, construction, or renovation needs. Direct and assume responsibility for all phases of construction, renovation, and alteration projects, including oversight of design and construction aspects through project close-out stages.
- Act as the court's liaison with the GSA and contractors on court projects. Conduct meetings and coordinate the efforts of various entities to ensure the completeness and timeliness of project delivery. Make recommendations or determinations regarding deviations from schedule and actions which alter operational characteristics of the project. Ensure project security issues are coordinated with the U.S. Marshals Service as they relate to court space.
- Oversee routine and cyclical building maintenance, repairs, and renovations and manage all rent, space, and other similar tenant issues through coordination with GSA. Maintain database of all cyclical maintenance.
- Attend conferences, training, and meetings, as required. Serve as a liaison for the unit executive with other agencies, outside vendors, and local building management.
- Serve as part of the team responsible for planning and implementing the court's *Continuity of Operations Plan (COOP)* and *Occupancy Emergency Plan (OEP)*; ensure both plans are updated on a regular basis; and schedule review and testing programs, as necessary.
- Such other duties as may be assigned by the Clerk of Court, Chief Deputy, or Financial Administrator.

GENERAL QUALIFICATIONS:

- Exceptional organizational and time management skills.
- Excellent written and verbal communication skills with ability to communicate information clearly and accurately.
- Strong interpersonal skills and ability to collaborate and work effectively with other agencies, court staff, chambers staff, and judges.
- Availability for occasional travel, including overnight.
- Ability to maintain a professional demeanor, exercise mature judgment, and to be a dependable and flexible team participant.
- Knowledge of general government procurement policies and procedures.
- Knowledge and understanding of building systems, guidelines, policies, practices, and protocols.

COURT PREFERRED SKILLS/QUALIFICATIONS:

- Three years of specialized experience.
- A relevant bachelor's degree.
- Comprehensive knowledge of federal government procurement policies and procedures.
- Proficiency in using financial systems and protocols needed to maintain purchase order information and process invoice payments.
- Excellent computer skills, and in particular proficiency in the use of Windows, Word, Lotus Notes/e-mail, Power Point, Excel, Adobe Acrobat.
- Thorough knowledge of commercial building standards, principals, regulations, and procedures.
- Extensive project management experience.

MINIMUM QUALIFICATIONS:

A minimum of two years of specialized experience, which includes progressively responsible experience in at least one but preferably two or more of the functional areas of both procurement and space and facilities management (development of specifications, review and analysis of contracts, processing of purchase orders and invoice payments, building management, and project management for space and construction and alteration projects) that provided a knowledge of rules, regulations, and terminology of procurement and space and facilities administration.

Classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

To qualify at a CL 27, at least one year of the required specialized experience must be equivalent to work at the CL 25. Completion of a bachelor's degree from an accredited college or university AND one of the following superior academic achievement requirements can be substituted for the minimum experience 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 a major that is related to the subject matter of the position.
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field closely related to the subject matter of the position.

To qualify at a CL 28, at least one year of the required specialized experience must be equivalent to work at the CL 27. Completion of a Master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in a field closely related to the subject matter of the position can be substituted for the minimum experience requirements.

CONDITIONS OF EMPLOYMENT:

- U.S. District Court employees serve under “Excepted Appointments” and are considered “at will.” Employment can be terminated with or without cause by the Court. Federal Civil Service classifications and regulations do not apply.
- U.S. District Court employees are required to adhere to the *Code of Conduct for Judicial Employees* and are subject to strict confidentiality requirements.
- Salary payments are subject to mandatory electronic funds transfer (direct deposit).
- Applicants must be U.S. citizens or eligible to work in the United States.
- New employees are subject to a one year probationary period.

BENEFITS:

Court employees are entitled to the same benefits as other federal employees such as:

- Thirteen days of paid vacation for the first three calendar years, twenty days after three years and twenty-six days after fifteen years.
- Ten paid federal holidays per calendar year.
- Participation in a Federal Employees Health Insurance Program.
- Participation in Group Life Insurance, Long-Term Care Insurance, and Long-Term Disability programs.
- Participation in a pre-tax Flexible Benefits Spending Account.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.

APPLICATION PROCESS:

Submit one document in PDF format via e-mail to jobs@tned.uscourts.gov that includes the following:

- A cover letter addressing the qualifications, skills, and experience necessary to perform the job;
- A resume, including a list of professional references; and
- A completed AO 78, Application for Federal Judicial Branch Employment (available on the court’s website at <http://www.tned.uscourts.gov/docs/ao78.pdf>)

INCOMPLETE SUBMISSIONS AND SUBMISSIONS THAT ARE NOT RECEIVED IN ONE PDF DOCUMENT MAY NOT BE CONSIDERED.

- Only applicants selected for an interview will be notified.
- Applicants interviewed will take a computer skills test.
- Employment references will be checked prior to a job offer.
- The successful candidate will undergo a mandatory FBI fingerprint check/background investigation and will be considered a provisional employee pending successful completion of the investigation.
- The court is not authorized to reimburse candidates for travel in connection with an interview or pay for any relocation expenses.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

***THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
AND VALUES DIVERSITY IN THE WORKPLACE***