



CAREER OPPORTUNITY

U.S. DISTRICT COURT, EASTERN DISTRICT OF MICHIGAN

PROCUREMENT SUPERVISOR

The Theodore Levin
United States
Courthouse

231 W. Lafayette Blvd.
Detroit, MI 48226

www.mied.uscourts.gov

Vacancy Number:
19-12

Posting Date:
November 22, 2019

Closing Date:
January 12, 2020

Duty Station:
Detroit, MI

Classification Level:
CL 27-29 (depending on
qualifications)

**CL 27 Starting Salary
Range:**
\$54,565- \$68,230

**CL 28 Starting Salary
Range:**
\$65,406 - \$81,780

**CL 29 Starting Salary
Range:**
\$77,799 - \$97,247

**CL 29 Salary Earning
Potential:**
\$126,418

**Number of Positions
Available:**
1

Position Open to:
All qualified candidates.

The Mission of the Court Services Department:

The mission of the Court Services Department is to provide high quality, cost effective procurement services serving as a primary resource and partner in all aspects of facility service management. Court Services strives to achieve results that exceed expectations through our commitment to the Court family. Our focus is on being accessible, efficient, proactive, and responsive.

How a Procurement Supervisor Supports the Mission:

This position is located in the Court Services Department and reports directly to the Court Services Manager. The employee is responsible for day-to-day supervision of the procurement specialists and the procurement of goods and services. The employee manages all aspects of the procurement function, ensures excellent customer service, and high quality, cost effective procurement services. The employee ensures compliance with the appropriate guidelines, policies, approved internal controls, regulations, and requirements. These responsibilities encompass the judges' chambers, Clerk's Office, Probation Department, and Pretrial Services Agency. Occasional travel inside and outside the district is required.

Staff Development and Supervision

- Effectively supervises, cultivates, and mentors procurement staff involved, including establishing standards, assigning and reviewing work, evaluating performance, approving leave, recommending personnel actions, and handling disciplinary actions.
- Effectively oversees the daily operations of the procurement function to include analyzing workflow, establishing effective work procedures, setting priorities, setting deadlines and delegating work fairly and consistently.
- Conducts effective staff meetings and routinely communicates operational status and relevant information to staff. Performs thorough quality checks, documents staff performance, and provides appropriate guidance as required.

Procurement Activity

- Provides supervision, support and backup coverage for the procurement of interpreter services, which includes sourcing, scheduling, purchase order creation, contract maintenance, and payment. Works closely with procurement specialists to ensure timely payment of interpreter services.
- Procures equipment, furnishings, supplies, and services up to delegated limit as certified through Contracting Officer's Certification Program (COCP) for credit card, special services, and general procurement (COCP Levels 1, 2, & 3).
- Approves voucher payments within the Court financial accounting system and submits to the Financial Administrator for payment certification. Ensures adherence to the *Guide to Judiciary Policies and Procedures* on procurement practices.
- Maintains access to purchasing records and database files. Manages procurement requests to ensure efficient controls of equipment and commodity inventories to a level that ensures availability without overspending or unnecessary stocking beyond court needs.
- Reviews open purchase order reports on a quarterly basis to ensure payments for all funding obligations are completed in a timely manner following receipt of products or services.



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Administrative Activity

- Successfully performs and manages all aspects of procurement, ensures compliance with the appropriate guidelines, policies, approved internal controls, regulations, and requirements.
- Effectively develops, implements, and evaluates internal control systems, policies, practices, and standards and recommends appropriate alternatives, as needed. Participates in strategic planning and provides sound advice to help achieve Court unit goals.
- Develops and justifies annual budget needs for recurring services and other procurement contracts. Reviews accounting records of each functional budget allotment and reconciles accounts regularly with the Financial Manager. Reviews and validates obligation reports and provides to managers as needed.
- Regularly identifies or recognizes procurement functions needing improvement and makes actionable recommendations. Assists Court Services Manager with Continuity of Operations Planning (COOP) activities.
- Performs other duties as assigned.

Qualifications:

Qualifications must be met at the time of application.

Required:

At least three years of specialized experience (defined below) that included progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided the opportunity to gain: a) skill in developing the interpersonal work relationships needed to lead a team of employees, b) the ability to exercise mature judgment, and c) thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to procurement: including at least one year of specialized experience at or equivalent to work at the CL 26 grade level for placement at the CL 27 level. For placement at a CL 28 grade level, at least one year of specialized experience at or equivalent to work at the CL 27 grade level is required. For placement at a CL 29 grade level, at least one year of specialized experience at or equivalent to work at the CL 28 grade level is required.

Ability to obtain Contracting Officer's Certification Program (COCP) Certification, Levels 1-3 within one year of appointment.

Specialized experience is defined as progressively responsible procurement experience that involved the preparation/processing of purchase orders and provided knowledge of the rules, regulations, and terminology in the area of procurement administration.

Preferred:

- Government procurement experience.
- Experience as a first line supervisor in any setting.
- Current authority to make purchases of goods and services.
- Current Contracting Officer's Certification Program (COCP) Certification.
- Experience working with a financial accounting system.
- Bachelor's Degree in Purchasing, Accounting, Finance, or Business Administration from an accredited college or university.
- Knowledge of Microsoft Office Suite and e-mail applications.



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Procedures for Applying:

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number), resume, **and completed application Form AO-78 (include entire professional work history, adding additional pages if necessary)** to “apply@mied.uscourts.gov” by the closing date. E-mailed submission is preferred. E-mailed documents must be in Word, WordPerfect, or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate applications must be made to individual vacancy announcements. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

Applicants who meet the minimum qualifications will be considered for the next step of the selection process, which will include several assessments.

Local Benefits*:

- | | |
|--|---|
| Telework | Flexible/Alternate Work Schedules |
| Modern, On-site Fitness Center | On-site Federal Occupational Nurse |
| Public Transit Subsidy Reimbursement Program | Time Off with Pay for Approved Volunteer Activities |

Close proximity to all downtown sporting venues, restaurants, theaters , museums and the Detroit River Walk

**when/where available*

National Benefits:

- | | |
|---------------------------------|---|
| Generous Paid Time Off Program | Ten Paid Holidays |
| Public Service Loan Forgiveness | Group Health, Dental, Vision and Life Insurance |
| Defined Benefit Pension Plan | Defined Contribution Plan (TSP) with Employer Match |
| Long-Term Care Insurance | Health and Dependent Flexible Spending Accounts |
| Commuter Benefit Program | Employee Assistance Program |
| Work Life Services | Virtual Judiciary Online University |

An Equal Opportunity Employer

All appointments subject to FBI Fingerprint Background Check with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All employees are required to adhere to the Code of Conduct for Judicial Employees (available for review upon request). The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.