

Career Opportunity Procurement Specialist

Classification Level (CL): 25

Starting Salary Range: \$42,070 — \$52,613

Promotion Potential to CL 27 (Salary Potential \$82,775)

**Announcement
Number: 15-09**

Posted: April 2, 2015

***Reposted: April 17, 2015**

Closes: May 4, 2015

**Location: Detroit,
Michigan**



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: 15-09 Procurement
Specialist

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

JOB SUMMARY

This position is located in Court Services Department of the Clerk's Office in Detroit, Michigan, reporting directly to the Court Services Manager. The employee performs and coordinates administrative, technical, and professional work related to ensuring that all court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The employee may lead the work of Court Services and Procurement Technicians; however, the responsibility does not involve formal supervisory responsibilities. The employee performs procurement activities requiring advanced knowledge of procurement policies and practices; which may include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders. The employee may be called upon to assist with lifting boxes and moving furniture and equipment. Occasional travel within and outside the District may be required.

REPRESENTATIVE DUTES AND RESPONSIBILITIES INCLUDE:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. 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 certain expenditures.
- Adhere to the *Guide to Judiciary Policies and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the Court Services Department internal control procedures, makes recommendations to the Financial Administrator or manager of the Court Services area for development of new or revised internal procurement control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the 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. Recommend cyclical replacement of accountable property.
- Develops and justifies annual budget needs for recurring services and other procurement contracts.
- Delivers training using various approaches to judges, court management and staff relating to office equipment and new courtroom technology. Updates technical training materials that can be used by judges or staff. Assists in preparing facilitation materials for other trainers to use when making presentations.
- Maintains General Services Administration and other supplier catalogs for review by judges and court personnel in making or suggesting kind or type of item needed.
- Performs other duties as assigned.

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QUALIFICATIONS

Qualifications must be met at the time of application.

Minimum Requirements: A high school diploma or equivalent with a minimum of two years specialized experience as defined below, including at least one year of specialized experience equivalent to work at the CL 24 level. For placement above the minimum, at least two years of specialized experience equivalent to work at the CL 24 level is required. Ability to obtain Contracting Officer Contracting Program Certification (Level 1, 2 and 3) after appointment is required.

Specialized experience is defined as progressively responsible procurement experience within the last seven years of employment that involved the preparation of purchase orders for supervisory approval and provided knowledge of the rules, regulations, terminology, etc. of the area of procurement administration.

Preferred: Specialized experience in a court or legal environment. Currently possess authority to make purchases of goods and services and certification as a Contracting Officer is desirable. Bachelor's Degree in Accounting, Finance or Business Administration from an accredited college or university. Knowledge of Microsoft Office Suite, WordPerfect, and E-Mail applications.

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** (download from the Court website) to the address at the left on page one by 5:00 PM on the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word 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 application must be made to individual vacancy announcements.

A skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

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

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

More than the advertised number of positions may be filled with this announcement.