



UNITED STATES DISTRICT COURT

Southern District of California

San Diego, California

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www.casd.uscourts.gov

POSITION: Procurement Administrator
SALARY: CL 27 (\$57,872 - \$72,355 DOE)
CLOSING DATE: August 31, 2021, or until filled
LOCATION: San Diego, California
VACANCY NO.: 21-13

INTRODUCTION: The United States District Court for the Southern District of California is accepting applications for the position of Procurement Administrator. This position is located in the Clerk's Office, of the U.S. District Court. Procurement Administrators perform and coordinate administrative, technical, and professional work related to ensuring that 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. Procurement Administrators may lead the work of procurement services technicians or administrative support staff; however, their responsibilities do not typically involve formal supervisory responsibilities. An employee in this benchmark may be the sole procurement staff member in a court unit and/or may report to a procurement supervisor or manager. Procurement Administrators perform advanced procurement activities requiring advanced knowledge of procurement policies and practices. Advanced procurement activities include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders. The incumbent is responsible for procuring supplies, equipment, miscellaneous services, furnishings, and conducting property inventories for the Clerk's Office and the Court. The incumbent may also provide direct service for the judges and their staffs.

REPRESENTATIVE DUTIES:

- Procure supplies, equipment, services, and furnishings from government and nongovernment sources through new contracts, competitive bids or existing government contracts. Ensure the contracts for any purchase are timely recorded and include all necessary documentation in accordance with the *Guide to Judiciary Policy*. 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 Policy*, including Volume 14 (Procurement). Adhere to the court unit's internal 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 their 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.

- For those purchased items involving inventoriable assets, ensure purchasing and delivery information is provided to Custodial Officer. Prior to payment ensure items have been accepted, inspected and received and are tagged.
- Review unliquidated obligations on a monthly basis and take necessary action to address those obligations that are no longer considered valid. Memorialize and maintain the review and documentation.
- Timely review and submit monthly Citibank statements with all supporting documentation.
- Review and audit vendor invoices. Invoices must be submitted to finance accurately, timely and with all supporting documentation for payment processing.
- Review the obligating document entries in JIFMS for accuracy. Make necessary corrective action before the document is sent to Clerk of Court for approval.
- Other duties as assigned.

QUALIFICATIONS: Two years of specialized experience, including at least one year equivalent to work at the CL-25; or Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement 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 the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or public administration, political science, criminal justice, law or, other field closely related to the subject matter of the position.

Specialized experience is defined as progressively responsible clerical or administrative experience that provides knowledge of the rules, regulations, procedures and practices of office property and procurement and involves the routine use of automated procurement systems or other computer-based systems such as word processing, spreadsheets or database applications. Applicants must be able to lift up to 70 pounds to be considered for this position. A four-year degree is preferred.

SKILLS: Excellent customer service skills are required. Ability to manage multiple priorities in a busy office environment is essential. Must possess strong verbal and written communication skills. Must be computer and keyboard proficient with knowledge of Microsoft applications. Knowledge of Federal Acquisition Regulations (FAR) is preferred, as is Court experience.

REQUIRED CLEARANCES: Successful applicants will be required to submit to a background clearance which includes fingerprinting and a credit check.

INCENTIVES/BENEFITS: Benefits include 13-26 days of annual leave, 13 days of sick leave, 11 paid holidays per year, a flexible work schedule, immediate matching Thrift Savings Plan, pre-tax programs (health, dependent care and transportation), and insurance plans (i.e., health, life, disability, and long-term care), car-pooling options and a transportation subsidy.

APPLICATION PROCESS: Qualified candidates must submit a cover letter, resume, and AO 78 that includes their name, address, telephone number, country of citizenship, education, and work history. Please also provide a minimum of three references with contact information. All application materials can be submitted at www.casd.uscourts.gov.

**Preference will be given to applicants who submit application materials
before 4:30pm, Tuesday, August 31, 2021.**

DISCLOSURES

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. At the discretion of the Clerk of Court, more than one candidate may be selected from the applicants who respond to this announcement. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided.

The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e., Direct Deposit).

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

If selected for first time appointment to a position, you may be required to complete an initial performance probationary period. Failure to successfully complete the probationary period may result in termination of employment.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER