

**UNITED STATES BANKRUPTCY COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND**

Mark D. Sammons
Clerk

www.mdb.uscourts.gov



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Baltimore, Maryland 21201
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VACANCY ANNOUNCEMENT

PROCUREMENT & FACILITIES SPECIALIST

ANNOUNCEMENT NUMBER: 11-02

APPOINTMENT: Permanent, Full-time

SALARY RANGE: CL 25/26/27
(\$41,285 – \$81,204)

OPENING DATE: 06/02/2011

LOCATION: Baltimore, MD

CLOSING DATE: Open Until Filled

WHO WE ARE:

The mission of the United States Bankruptcy Court for the District of Maryland is to **“Promote social and economic order by reconciling the opportunity of debtors to a fresh start with the right of creditors to be paid.”** This mission is the driving force behind our team-based, progressive, goal-oriented organization that is also guided by its core values and principles. The Court is committed to providing optimal customer service through the promotion of quality, productivity, staff development and partnership with stakeholders. The Court is comprised of seven active judges and two recalled judges, two divisional offices, and seventy-six Clerk’s office staff members. Additional information about the Court is available on our website at www.mdb.uscourts.gov.

POSITION OVERVIEW:

We are seeking an individual who is looking for a challenging and rewarding career in public service. The incumbent will be a member of the administrative team in our Baltimore Division. The Procurement & Facilities Specialist performs duties which ensure the court is supplied with materials, equipment, and services to function optimally. The incumbent also assists in performing administrative and technical work related to day-to-day building management issues and space and facilities projects. The individual must be detail-oriented, self-motivated, well organized, and able to multitask in a fast-paced environment. The incumbent also must have excellent interpersonal and communication skills as well as a pleasant, professional demeanor. The CL 25/26 offers promotion potential to the CL 27 level.

REPRESENTATIVE DUTIES:

- Assess requests for goods and services, ensuring they are allowable under limitations,

restrictions, and policies. Review accounting records of each functional allotment and reconcile accounts. Verify that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.

- 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.
- Maintain an automated inventory control system for the court's property. Perform duties in support of planning and directing the acquisition, utilization, protection, and disposition of federally owned property. Update the inventory listing of property and conduct inventory reconciliations. Recommend cyclical replacement of accountable property.
- Adhere to the *Guide to Judiciary Policy* regarding procurement program policies, procedures, and practices. Adhere to the court's internal control procedures and separation of duty practices.
- Review, evaluate, verify, and process invoices and prepare payment requests.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and history. Draft specifications, solicitations, and requests for qualifications/proposals. Research products and equipment. Draft product/equipment specifications. Assist in obtaining and reviewing competitive bids, quotes, and proposals from vendors and contractors. Discuss evaluations and review with requesters, subject matter experts, and management.
- Fulfill duties of level 3 contracting officer.
- Serve as a technical liaison between the contractor and the contracting office. Assist in the negotiation with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items.
- Under the guidance of a supervisor, evaluate and monitor contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving any conflicts.
- Assist the administrative manager in monitoring and overseeing space and facilities project work. Assess, document, prioritize, and respond to project problems. Attend or participate in project or construction meetings as a representative of or advisor to the administrative manager.
- Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, and security.
- Maintain files related to facilities management, space planning, and space and facilities projects.

QUALIFICATIONS:

Court Preferred

Candidates must have a high school diploma or equivalent; a college degree is preferred. Prior government procurement experience is highly desirable, in addition to demonstrated ability to apply a body of rules, regulations, directives or laws (such as the FAR). The ability to effectively communicate (orally and in writing) with customers and vendors is critical, in addition to skill in the use of automated systems, including word processing, spreadsheet and

database applications as well as financial/accounting systems related to procurement activities.

General Experience

Progressively responsible clerical, office, or other work experience that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience

Two years of experience negotiating contracts, preparing requests for quotes/proposals, and/or planning and coordinating purchases is required.

CL 25: Candidates must have two years general experience as well as one year of specialized experience equivalent to work at the CL 24 level to qualify for CL 25.

CL26: Candidates must have a minimum of one year specialized experience equivalent to work at the CL 25 level to qualify for CL 26.

CL 27: Candidates must have a minimum of two years specialized experience, including at least one year equivalent to work at the CL 26 level and level 3 contracting officer certification to qualify for CL 27.

CONDITIONS OF EMPLOYMENT:

- Employees of the United States Courts serve under “Excepted Appointments” and are considered “at will” employees. Additionally, employees are not covered under civil service appointment restrictions.
- Employees must adhere to the *Code of Conduct for Judicial Employees* and court confidentiality requirements. The code is available to applicants for review upon request.
- Applicants must be U.S. citizens or eligible to work in the United States.
- The successful candidate for this position is subject to a background investigation by the U.S. Office of Personnel Management. Periodic updates are also required every five years. The successful candidate will be considered a provisional employee pending completion of the background investigation and a favorable suitability determination.
- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (i.e., Direct Deposit).

HOW TO APPLY:

We offer a competitive salary and the full federal government benefits package. In order to be considered for a position, **you must submit your resume, cover letter and the judiciary application form.** To obtain the application form, please go to www.uscourts.gov/careers and under How to Apply, select AO 78 - Application for Judicial Branch Employment. Please email this information to: jobs@mdb.uscourts.gov (preferred) or fax to 410-962-2981. Please specify the Procurement & Facilities Specialist position in your cover letter and email subject line. The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please contact the Human Resources Program Coordinator. The decision on granting reasonable accommodations will be made on a case by case basis. Applicants selected for interviews must

travel at their own expense.

The United States Bankruptcy Court is an Equal Employment Opportunity Employer.