



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK

PROCUREMENT ADMINISTRATOR

ANNOUNCEMENT NUMBER

24-02-PA

ANNOUNCEMENT DATE

December 7, 2023

CLOSING DATE

Open until filled; preference given to resumes received by December 21, 2023

The U.S. District Court for the Eastern District of New York is a career-oriented organization focused on providing exceptional service to the Court, the legal community and the public. We are accepting applications for Procurement Administrator. Become a valued member of a dynamic team, thereby creating a positive impact on our federal court system.

The Procurement Administrator provides support to the District Court Chambers, Clerk's Office, and District Executive's Office and is part of the Clerk's Office Management team. This position is responsible for acting as the senior Contracting Officer, reviewing procurement activities for adherence to federal procurement guidelines and provides supervisory oversight and guidance to procurement staff.

This position is located at the Federal Courthouse in Brooklyn, New York. This position requires in-office coverage in the Courthouse; however, the Court has a flexible work schedule policy which allows for routine telework.

REPRESENTATIVE DUTIES

- Supervises, mentors and provides leadership to procurement staff.
- Develops and monitors procurement spending once the budget allotments are received. Prepares recurring reports of actual and forecasted obligations and expenditures.
- Serves as the Procurement Liaison Officer and ensures appropriate levels of procurement authority, training and separation of duties throughout the organization.
- Serves as the senior Contracting Officer and reviews all major procurement events for adherence to federal procurement guidelines.
- Develops and recommends consistent local policy and procedures for procurement administration, in terms of action dates on estimates, required justification, etc.
- Ensures adherence to the Guide to Judiciary Policies and Procedures purchasing practices, providing advice to court family.
- Procure supplies, equipment, services, and furnishings from government and non-government 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.
- Oversees accounts payable processes relating to vendor payments and reconciles outstanding obligations.
- Establishes relationships and maintains information sharing networks with court employees.

QUALIFICATIONS

- High school diploma or equivalent.
- At least three years of progressively responsible administrative, technical, or professional experience in financial or procurement management.
- Ability to maintain strict confidentiality, demonstrate sound ethics and judgment, and handle sensitive material with a calm, professional, friendly, and patient demeanor.

<p>PREFERRED QUALIFICATIONS</p> <p>SALARY RANGE</p> <p>BENEFITS</p> <p>APPLICATION INSTRUCTIONS</p>	<ul style="list-style-type: none"> • Ability to be flexible and adaptable to unexpected needs and problems; to manage multiple tasks and priorities, often with conflicting deadlines. • Ability to think critically and independently. • Ability to communicate information clearly and professionally with a variety of people, including judges, executives and court personnel. • Knowledge of Microsoft Office Suite and experience with virtual meeting platforms such as Zoom or Microsoft Teams. • The ability to work effectively as a part of a team, assisting co-workers and demonstrating a willingness to complete a wide variety of tasks as needed. • Superior interpersonal skills, with the ability to build, motivate and lead a team; skill at applying existing or new principles in difficult or challenging situations. • Bachelor's degree in Financial Management, Public Administration, or other relevant field. • Experience in government budget, procurement and contracting principles, policies, practices, and procedures. • Supervisory experience. • Current or prior federal judiciary experience. • Proficiency with a wide range of technology, including Microsoft Office and SharePoint, and Adobe Acrobat. <p>Court Personnel System Classification Level:</p> <p>CL 28-29, Step 1–24 - \$77,430 – \$114,158 (External Candidates)</p> <p>CL 28-29, Step 1–61 - \$77,430 – \$149,675 (current Federal Judiciary Candidates)</p> <p>Starting salary depending on experience and qualifications; Federal Judiciary applicants will receive 6% above their current grade level to the next grade. Additional promotional potential without further recruitment if not hired at higher grade level.</p> <p>The District Court offers a generous benefit package, competitive salary, and a dedication to work/life balance including flexible schedules and telework opportunities. Judiciary employees participate in the Federal Employees Retirement System, Thrift Savings Plan (similar to a 401K), health and life insurance benefits, long term care options, annual and sick leave accrual, fitness center membership (fee applies) and eleven paid holidays per year. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov.</p> <p>Qualified applicants must submit the following:</p> <ul style="list-style-type: none"> • Cover Letter • Resume • Completed AO78 Form Application for Federal Employment - <i>* For this vacancy announcement (24-02-PA), you need to complete the optional background information – questions 18, 19, and 20.</i> <p>Qualified applicants may apply by submitting their package to the court's vacancy repository: https://edny.app.box.com/f/ab084f9f82174a00a212230316450728</p> <p>Attachments must be combined and submitted as one Adobe Acrobat (PDF) file.</p>
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**INFORMATION FOR
APPLICANTS**

Other formats are not acceptable. Applications will only be considered complete when the required attachments, with the required information in the appropriate format, are received by Human Resources.

Incomplete applications and/or attachments received may not be considered in the recruitment process. Only qualified applicants will be considered for this position.

Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense. The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. The selectee for this position will be subject to a five (5) year background investigation with law enforcement agencies, including fingerprint, criminal record, education and credit checks, with subsequent updates every five years will be conducted as a condition of employment. Any applicant selected for the position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Eastern District of New York is committed to a workplace of respect, civility, fairness, tolerance and dignity that is free of discrimination and harassment. These values are essential to the Federal Judiciary, which holds its judges and employees to the highest standards. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Court may select a candidate from the applicants who responded to the original announcement without re-posting the job announcement.

The United States District Court is an equal opportunity employer and values diversity in the workplace.