

United States District Court District of Minnesota

Career Opportunity: Procurement and Contract Specialist



OVERVIEW OF THE DISTRICT OF MINNESOTA

The U.S. District Court, District of Minnesota serves all 87 Minnesota counties. The District has four staffed divisional offices located in Minneapolis, Saint Paul, Duluth, and Fergus Falls. The U.S. District Court, District of Minnesota is composed of seven authorized district judges, six senior district judges, seven magistrate judges and one part-time magistrate judge, Clerk's Office staff, and Probation and Pretrial Services Office staff.

Position Details

<u>Title:</u>	Procurement and Contract Specialist
<u>Announcement:</u>	2021-03
<u>Type:</u>	Full-time
<u>Vacancies:</u>	One
<u>Location:</u>	Minneapolis, Minnesota
<u>Posting Date:</u>	Tuesday, February 2, 2021
<u>Classification/</u>	CL 27
<u>Salary Range:</u>	\$55,593 to \$90,374 (Depending on qualifications)

Closing Date: Open until filled. Preference will be given to applications received by Tuesday, February 16, 2021 at 5:00 p.m. Central Time.

Area of Consideration: Open to all sources

To apply, qualified applications should follow the instructions below:

An application must be completed in its entirety, using our electronic online database, to be considered for this opportunity. <https://www.mnp.uscourts.gov/career-opportunities>

Include:

- A cover letter that lists where or how you learned about the Procurement and Contract Specialist position;
- Resume; and
- Names and contact information for three (3) professional references.

INTRODUCTION

The U.S. District Court Clerk's Office for the District of Minnesota is seeking a Procurement and Contract Specialist to perform and coordinate administrative, technical, and professional work to ensure that the Clerk's Office, U.S. Probation and Pretrial Services Office, and chambers are supplied with the materials, equipment, and services required to function optimally. The Specialist will perform advanced procurement and contracting activities requiring advanced knowledge of procurement policies and practices. Duties include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders.

REPRESENTATIVE DUTIES

- Adhere to the Guide to Judiciary Policy and Judiciary Procurement Program Procedures. Adhere to procurement internal control procedures and other applicable federal laws and regulations.
- Procure supplies, equipment, services, and furnishings, including large and complex procurements through new contracts, competitive bids, or existing government contracts. Seek lowest technically acceptable cost options available. Plan and coordinate time and delivery of purchases.
- Research and evaluate vendors, prepare contract specifications, obtain and review bids, and negotiate the terms and conditions of contracts. Serve as a Contracting Officer.
- Work with U.S. General Services Administration (GSA) on facilities related contracts to ensure proper documentation is maintained on all purchases and Reimbursable Work Authorizations (RWA) for audit purposes. Maintain purchasing records and reports.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining the availability of funds.
- Prepare purchase orders and enter obligations into the Judiciary Integrated Financial Management System (JIFMS).
- Check deliveries and invoices against purchase orders for type, quantity, and condition.

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REPRESENTATIVE DUTIES (CONTINUED)

- Process invoices for payment to vendors and contractors in Judiciary Integrated Financial Management System (JIFMS), including preparing payment vouchers, referencing and closing outstanding obligating documents, and obtaining approvals.
- Make procurement recommendations to the court unit executives. Process and recommend the cyclical replacement and maintenance of property and facilities.
- Monitor un-liquidated obligations. Submit un-liquidated obligations report to the Administrative Services Manager, Clerk of Court, and Chief Probation and Pretrial Services Officer.

POSITION REQUIREMENTS AND QUALIFICATIONS

- Two years of specialized experience, including at least one year equivalent to work at the CL-25. Specialized experience includes progressively responsible experience that provided knowledge of the rules, regulations, procedures, and practices of procurement and contract administration, and involved the routine use of automated procurement systems and applications.
- Proven skill and accuracy in mathematical calculations and data entry; and the ability to learn the federal judiciary financial systems.
- Demonstrated skill in negotiating terms and conditions of service and contracts with vendors.
- Demonstrated ability to prepare and maintain contracts, purchase orders and other similar documents, as well as maintaining detailed records.
- Proven ability to successfully multitask, be proactive, and highly self-motivated.
- Demonstrated ability to conduct in-depth research, analyze options, and manage complex contracting, procurement and financial issues.
- Possess excellent interpersonal, as well as oral and written communication skills.
- Demonstrated ability to maintain confidentiality, and a strong sense of personal and professional integrity.
- Extensive experience with and knowledge of MS Office products, such as Word, Excel, and Adobe Acrobat; and skill in use of automated equipment including database applications and systems to track inventory and prepare contracts and purchase orders.
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field, from an accredited college or university, is preferred.
- Knowledge of general government procurement policies and procedures and financial systems and protocols needed to maintain purchase order information and invoice payment processing is preferred.
- The incumbent must meet all educational and training requirements for the judiciary's Contracting Officer Certification Program (COCP) and become certified with Level 1 (Government Purchase Card) and Level 3 (Contracting Officer) authority within one year of hire.

ENVIRONMENTAL DEMANDS

- Work is normally performed in an office setting.
- Frequent lifting of boxes and moving of equipment may be required.
- Some travel may be required.

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BENEFITS

- The opportunity to serve in a rewarding public service position.
- Accrual of paid vacation and sick leave.
- Paid federal holidays.
- Extensive health, life, dental, vision, and long-term care insurance plans.
- A defined benefit pension plan.
- On-site no cost fitness centers.
- Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plans through the Thrift Savings Plan (TSP) with employer matching contributions.
- Pre-tax transportation, medical, and childcare reimbursement accounts.
- Extensive on-line training options. Travel reimbursement for in-person training and professional conferences available, funds permitting.
- Subsidized transit program.
- Telework, alternative work schedules, and other workplace flexibilities.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or permanent residents seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Judiciary employees serve under excepted appointments, and are considered “at-will” and may be terminated with or without cause or notice by the Court.

The U.S. District Court requires employees to adhere to the [Code of Conduct for Judicial Employees](#). This position is also subject to mandatory Electronic Fund Transfer (EFT) for payroll deposit.

All final candidates are subject to FBI fingerprints and background investigation, including criminal history. The individual hired to perform the duties for this position may be subject to further background investigations when necessary.

The position is located in Minneapolis, Minnesota. However, due to the COVID-19 pandemic, staff are currently working remotely. The selected candidate must be prepared to resume work in the Diana E. Murphy U.S. Courthouse in Minneapolis, Minnesota, when normal operations resume. At that point, telework options are subject to supervisory approval.

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APPLICATION INFORMATION AND PROCESS

Qualified candidates should complete an application of employment and submit the following documents via our electronic applicant tracking system: <https://www.mnp.uscourts.gov/career-opportunities>

- A cover letter (not to exceed two pages), that lists where or how learned about the Procurement and Contract Specialist position;
- A resume, which includes dates of employment, duties and responsibilities, and key accomplishments;
- Names and contact information of three professional references.

Only applications completed in entirety, using our electronic online database, will be considered for this opportunity.

All application materials received will be reviewed to identify the best qualified candidates. Only the most qualified candidates will be invited for interviews. Due to COVID-19, first interviews will likely be scheduled via Zoom. If interviews are held in person, applicants are responsible for any travel costs.

The U.S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, or to fill the position sooner than the closing date, any of which action may occur without prior written notice.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER