

**CAREER OPPORTUNITY
UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF IOWA**

POSITION: PROPERTY & PROCUREMENT SPECIALIST, CLERK'S OFFICE

DUTY STATION: United States District Court
Clerk's Office
Cedar Rapids, Iowa

SALARY RANGE: \$43,574.00 - \$84,913.00 (CL 27 - CL 28)
Salary will vary with the qualifications of the applicant.

ISSUE DATE: September 4, 2008

CLOSING DATE: Open Until Filled
APPLICATIONS DUE: September 19, 2008

Position Overview

The Clerk's Office of the United States District Court for the Northern District of Iowa is accepting applications for a full-time permanent position of **Property & Procurement Specialist** in its Cedar Rapids, Iowa office. The incumbent will act as contracting officer for the Clerk's Office. The incumbent's work hours will be 8:00-4:30 p.m. Monday through Friday.

Representative Duties

While duties may vary, depending upon the qualifications, it is anticipated that the primary duties will include some or all of the following:

- ▶ Reviews and analyzes requests for procurements, revising scope of work or specifications as necessary; prepares solicitation documents, incorporating specialized provisions; solicits proposals from prospective contractors; evaluates technical submissions, bids or offers for responsiveness; provides price/cost analysis; negotiates with contractor for lowest price; monitors contractor's performance; monitors contract files to ensure timely completion of required contractual actions; assesses if quality meets specification and performance standards; recommends corrective action when needed; assesses and recommends possible termination of contract if problems are not resolved.
- ▶ Performs cost analyses and determines feasibility of entering into contracts or agreements.

- ▶ Acquires and maintains General Service Administration (GSA) and contractors' catalogs. Submits to GSA or vendors the necessary forms for equipment, furniture and furnishings acquisitions. Monitors progress of order by maintaining on-going liaison with GSA agents, vendors or others.
- ▶ Contacts various vendors and discusses specific commodity requirements. Keeps apprised of developments in technology regarding various types of equipment.
- ▶ Ensures adherence to the *Guide of Judiciary Policies and Procedures* (Guide) on procurement practices and the Federal Acquisition Regulations (FAR).
- ▶ Reviews acquisitions to ensure adherence to policies and confers with requesting persons regarding items to be purchased. Makes recommendations regarding necessary cost of purchase. Once a need is established, oversees the processing of a purchase order.
- ▶ Develops procurement-related procedures. Assists in the annual revision of the Internal Controls Manual.
- ▶ Assists in the maintenance of current accounting records of each functional allotment.
- ▶ Contracts for and administers the maintenance of equipment and furniture, including determination of needs and dealing with maintenance and repair vendors.
- ▶ Assists custodial officer with periodic reconciliation of court property and maintains purchasing records and reports.
- ▶ Checks supplies and equipment for proper quantity, condition and specifications and assists in checking furniture and furnishings for proper quantity, condition and specifications when received.
- ▶ Plans and facilitates the deliveries and placement of procured items.
- ▶ Prepares correspondence and conducts meetings and interviews with vendors or their representatives; proposes solutions to procedural and contractual problems which may arise.
- ▶ Physical effort may be required moving, setting up furniture or troubleshooting equipment. The incumbent must be able to lift 40 lbs. The incumbent will also be required to travel for training related purposes and to carry out representative duties at divisional office.
- ▶ Performs other duties as assigned.

Factor 1, Job Requirements:

Extensive working knowledge of government procurement policies and procedures. The incumbent must successfully complete the judiciary's Contracting Officer Certification Program (COCP) and is responsible for signing contractual or obligating documents on behalf of the court. The incumbent will also be required to obtain

continuing education to support their contracting officer designation. Comprehensive knowledge of the court's needs and requirements for furniture, furnishings, equipment and systems. Ability to coordinate and monitor projects of varying complexities. Ability to communicate tactfully and persuasively with requestors to determine actual needs and the ability to negotiate with contractors and vendors. A thorough knowledge of laws and regulations relating to appropriateness of obligating court funds. Very good knowledge of court operations and functions. Ability to communicate effectively both orally and in writing. Ability to analyze requests for purchases or improvements and develop recommendations within fiscal constraints.

Factor 2, Scope and Effect of Work:

The incumbent is responsible for overseeing procurement and property projects, assisting with construction or renovation projects, and building services which directly affect all personnel. Office services, systems, equipment, furniture and furnishings are necessary to perform basic functions and the court staff depends on the incumbent to provide the needed material. The incumbent oversees the proper maintenance and operation of equipment which enables the court personnel to function efficiently. The work impacts on the efficiency, timeliness, legality and integrity of the financial and property operations in the District Court. In addition, the incumbent's work reflects on the court with vendors and outside agencies in such areas as the creation of purchase orders. Errors could lead to legal action against the court, or personal liability for the unit executives or the incumbent.

Factor 3, Complexity:

The incumbent ensures that the often complicated procedures for different types of procurement are correctly applied, and the expenses are kept within each allotment. The incumbent must analyze solutions and resolve procurement problems. Determining the best quality for the lowest cost is also a challenge, especially since negotiations are often involved. The incumbent must consider efficiency and economy in evaluating alternatives. Yet, the equipment and systems must function with little or no disruption. Satisfying the needs of staff, frequently on very short notice, is difficult. Financial and procurement operations are governed by a set of intricate rules and regulations. Incumbent frequently encounters problems due to incomplete data, changes in regulatory laws and procedures. The incumbent must take into account the underlying interests, needs and motivations of the parties affected, sometimes involving contractual negotiations and intricate business relationships. Must be able to manage and coordinate the activities of numerous projects in various stages of development at one time.

Factor 4, Work Parameters:

The *Guide to Judiciary Policies and Procedures*, the JP3, and procurement bulletins serve as procurement resources. The court's system is used to manage the funds available. Within these parameters, incumbent has some latitude as to how the work will be accomplished. Incumbent receives guidance concerning overall objectives. The incumbent ensures that the work is accomplished in accordance with written guidelines which include regulations and procedures established by the Administrative Office, the U.S. Treasury Department, FAR, other government auditing standards and internal operating operations. The supervisor and unit executives are consulted if problems arise.

Factor 5, Personal Interactions:

Works frequently with court unit executives, supervisors, construction and service contractors, vendors and other court personnel. Also works with budget staff in maintaining allotment control. The incumbent also provides services for the judges and their staffs. Daily contacts with staff about procurement needs and orders and contacts made with bidders and vendors are part of the procurement process. The incumbent also has frequent contact with individuals at the Administrative Office to get advice and assistance; other federal agencies to furnish information and vendors as part of the payment process.

Factor 6, Environmental Demands:

Incumbent works in an office setting. Physical effort may be required moving, setting up furniture, or troubleshooting equipment. Frequent lifting of boxes may also be required. Travel may be required to perform the representative duties.

Minimum Qualification Requirements

Desirable Qualifications: Applicant must have the ability to communicate effectively, both in writing and orally, to interact with Judges, court staff, contractors, vendors, etc. Must have the ability to analyze and resolve problems. Must have the ability to read, comprehend and apply the *Guide to Judiciary Policies and Procedures* on procurement practices, and keep abreast of all changes and updates. Must have the ability to multi-task and meet deadlines with often conflicting priorities. A four year degree is preferred, but not required.

Court-Preferred Skills: Knowledge of government procurement policies and procedures. Working knowledge of the court budget process. Familiarization with the GSA organization and regulations. Experience with contracting and awarding jobs/services/equipment & furniture purchases.

Specialized Experience:

Mandatory Qualifications: The successful candidate must be a high school graduate or equivalent and possess at least 2 years of specialized experience equivalent to work at the next lower classification level (CL-26) to qualify for the CL-27. Experience in excess of two years and court-preferred skills will be considered for placement at the CL-28. Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of property and procurement management and administration that provided a knowledge of the rules, regulations, terminology, etc. of property and procurement administration for an organization.

Salary

The starting salary is negotiable within the indicated range, depending upon the applicant's qualifications. Promotion to the higher grade is possible and anticipated. Specifically, the position may be classified between a CL 27 with a starting salary of \$43,574.00 and a CL 28 with a maximum starting salary of \$65,315.00.

Additional Information

The United States District Court requires employees to adhere to a code of conduct and dress code which is available upon request.

The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

Due to the volume of applications, the Court will only communicate with those individuals who will be interviewed.

The position will be open until filled and may be closed without further notice.

All clerks office employees are excepted service appointments and as such are "at will" employees that can be terminated with or without cause by the Court at any time and are also subject to continued funding.

The Court is an equal opportunity employer which encourages minority applicants.

Hiring of the successful applicant will be contingent upon the satisfactory completion of a background check.

How To Apply

Applicants must submit both a cover letter setting out their interest and qualifications for the position and resume. Applications without a cover letter will not be considered, and the cover letter will be treated as a writing sample. **Please clearly state in your cover letter that you are applying for the Property & Procurement position.** The application and letter should be sent to:

Nicole Lennon-Fisher
Financial Administrator
US District Court
Northern District of Iowa
4200 C Street SW
Cedar Rapids, IA 52404

by not later than September 19, 2008.