



NOTICE OF VACANCY

Main: 400 North Miami Avenue, Miami, Florida 33128

Website: www.flsd.uscourts.gov

Phone: (305) 523-5980 – Human Resources

Email: flsd_hrmail@flsd.uscourts.gov

Position: Procurement Supervisor
Announcement No: 2023-CLK-15
Duty Station: Miami, Florida
Salary: \$70,595-\$114,764 (CL 28)

Position Overview

The Procurement Supervisor performs professional and managerial work related to supervision, policy, and oversight of procurement operations in a shared administrative services environment. The incumbent primarily directs procurement personnel and ensures compliance with the appropriate guidelines, policies, and approved internal controls.

Representative Duties

- Manage, develop, and mentor staff involved in court procurement activities, including establishing standards, assigning, and reviewing work, evaluating performance, approving leave, and handling disciplinary actions. Oversee the daily operation of the department. Establish work procedures, conduct staff meetings, provide information, and delegate work fairly and consistently. Oversee work products and processes and provide guidance as required. Ensure employees receive process and procedural systems training.
- Perform and manage all aspects of the procurement functions of the court in a shared administrative services environment ensuring compliance with the appropriate guidelines, policies, regulations, and internal controls. Develop, maintain, and monitor a system of separation of duties for the department and ensure adherence. Identify and/or recognize procurement functions requiring improvement and make appropriate recommendations to better meet the court's needs. Develop, implement, and evaluate policies, practices, and standards for the office and recommend appropriate policy changes as required. Participate in strategic planning and provide sound advice to help achieve court unit goals.
- Work closely with unit executives, budget, and space & facilities personnel to facilitate the successful completion of all construction projects including minor work orders and reimbursable



Important Dates

Opening: 1/27/2023

First Review Date: 2/10/2023

Closing: Open Until Filled

U.S. District Court, Southern District of Florida

There are eighteen authorized United States District Judges in the Southern District of Florida. The Court is comprised of United States District Judges, Senior United States District Judges, and United States Magistrate Judges. The district spans a geographical area that encompasses nine counties - its southernmost includes Monroe County and its northernmost includes Indian River County. The Clerk's Office maintains its headquarters in downtown Miami and includes four divisional courthouses.

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work authorizations. Monitors contracts and orders for construction to ensure funding availability and compliance with appropriate guidelines, policies, and approved internal controls.

- Applies financial system approvals to purchases and payments for goods and services ensuring financial accuracy and adherence to appropriate guidelines, policies, and internal controls before approval.
- Justifies annual budget needs for recurring services and other procurement contracts for all court units participating in the shared administrative services agreement.
- Ensures specifications, solicitations, and requests for qualifications/proposals prepared by staff are thorough, clear, meet customer needs, and are developed in compliance with policies and procedures, and meet established preparation deadlines. Ensure staff conducts thorough research and evaluates suppliers based on price, quality, selection, service, support, reliability, production, and history. Evaluate and monitor contract performance, ensuring compliance with contracted obligations and resolve conflicts effectively.
- Oversee and manage all purchasing activities and coordinate supply and delivery of items from vendors to meet the needs of all court units within the shared services environment. Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies and determine the availability of funds. Assist staff with reviewing competitive bids, quotes, and proposals from vendors and contractors while meeting appropriate procurement guidelines. Ensure required negotiation for any contract is performed under the guidance of the Procurement Management Division. Review, evaluate, verify, and process invoices. Review accounting records of each functional allotment and reconcile accounts. Provide appropriate justification when recommending cyclical replacement of accountable property.
- Ensures purchase cardholders follow Judiciary Purchase Card Program Policy, obligate credit card purchases timely, and pay purchase card statements timely.



How to Apply

Submit the completed application package electronically in pdf format. The required items must be consolidated into one document in the order listed below. Do not copy/paste your documents into the email. Please make sure to annotate Announcement Number:

2023-CLK-15 on the subject line and email to:

flsd_hrmail@flsd.uscourts.gov

A complete Application includes:

1. Cover Letter
2. Detailed Resume and salary history
3. AO78 Application for Judicial Employment
4. A written statement (no more than one typed-written page) describing the extent to which you possess the knowledge, skills, and abilities listed in the Qualification Requirements section, including examples of specialized experience, accomplishments, and responsibilities as they relate specifically to the position overview.

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- Research and analyze data, prepare comprehensive reports and presentations, and develop and implement programs. Comply with the Guide to Judiciary Policy, applicable Administrative Office policies and procedures, and internal controls guidelines. Adhere to procurement procedures, policies, and practices. Abide by the Code of Conduct for Judicial Employees. Always demonstrate sound ethics and good judgment. Display a careful and deliberate approach to handling confidential information in a variety of contexts.
- Establish and monitor programs that implement change management and quality control techniques. Organize work processes to optimize the use of time and resources, ensuring results meet expectations. Use statistical reports to monitor procurement activities and status and take appropriate action.
- Communicate and respond to requests from upper management concerning procurement operations, keeping them well-informed. Communicate clearly and effectively, both orally and in writing, to explain complex procurement concepts to individuals and groups with varying experience and backgrounds. Interact with vendors and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, managers, unit executives, and court staff, while maintaining confidentiality. Communicate with requesters to determine actual needs and thoroughly evaluate whether proposed purchases will meet those needs.

Qualification Requirements

Two years of specialized experience; or Completion of a master's degree or two years of graduate study (27 semester or 54 quarter hours) in an accredited university in business or public administration, political science, criminal justice, law, or other fields closely related to the subject matter of the position.

Progressively responsible experience that is in, or closely related to, the work of the position that has provided the knowledge, skills, and abilities to successfully perform the duties of the position. Demonstrate advanced knowledge of local procurement procedures, guidelines, policies, practices, and protocols as well as general government and judiciary procurement policies and procedures. Display a thorough understanding of the supply, equipment, and service needs of multiple court units. Exhibit proficiency in using financial systems and protocols needed to maintain purchase order information and accurately and timely process invoice payments. Demonstrate skill in completing purchasing related documents that are thorough, clear, and meet policy standards. Demonstrate skill in researching and interpreting purchasing guidelines, rules, regulations, and policies. Exhibit proficiency in anticipating and analyzing the short and long-term procurement needs of the court and evaluating the impact of both quality and cost on the potential acquisition and management of materials, equipment, and services. Maintain a Contracting Officer Contracting Program Certification Level 1 & Level 3.

Preferred Experience: Preference will be given to applicants with:

- Bachelor's degree from an accredited college or university.

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- Current or previous supervisory experience.
- Judiciary or Federal Procurement experience highly desired.

Desirable Characteristics

The successful candidate should be mature, highly organized, possess tact, good judgment, poise, initiative, always maintain a professional appearance and demeanor. Ability to meet the public and work harmoniously with others in a team-based organization, communicate effectively, both orally and in writing. Must be able to balance the demands of varying workload responsibilities and deadlines.

Organizational Relationship

This position is assigned to the Clerk's Office and reports to the Chief Deputy of Administration.

Benefits

Employees of the United States District Court are "Excepted Appointments" and considered "At-Will" judicial employees. Federal Government Civil Service classifications or regulations do not apply. Electronic direct deposit of salary payments is mandatory. Full-time employees are eligible for a full range of benefits such as paid vacation and sick leave, paid holidays, retirement benefits that include the Thrift Savings Plan (TSP). TSP is a 401(k) equivalent program that includes matching contributions. Additional benefits include health and life insurance, dental and vision insurance and a Flexible Benefits Program which includes medical and dependent care reimbursement.

Background Investigation & Fair Chance to Compete Act

This is a High-Sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an OPM background investigation and credit check and a favorable suitability determination. Investigative updates are required every five years. This position is not covered under the FCA. Only those candidates who receive a conditional job offer will be asked to provide verbal or written statements about criminal history.

The court will screen all applications and the best-qualified applicants will be invited for interviews.

The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

For more information on working for the federal courts, please visit

<http://www.uscourts.gov/Careers.aspx>

United States District Court – Human Resources
400 North Miami Avenue, Room 08S72, Miami, FL 33128-7717
General Information: (305) 523-5980
District Court Website: www.flsd.uscourts.gov

The Federal Courthouse has been designated a non-smoking area.
Each applicant must be a United States Citizen or eligible to work in the United States.

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THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER
