



# United States Bankruptcy Court

## Southern District of Florida



**Position: Procurement Administrator (#2018-03)**  
**Classification Level: CL 27**  
**Classification Level Salary Range: \$52,036 - \$84,634**  
(Salary commensurate with experience and qualifications)

**Position Location: Miami, FL**  
**Opening Date: June 12, 2018**  
**Closing Date: Open until filled-**  
application review will start  
on July 2, 2018.

### **POSITION OVERVIEW**

The procurement administrator is located in a shared administrative services department and supports the district/bankruptcy court clerk's office, chambers, and probation. The incumbent is a member of the procurement section staff and reports to the Contracts Administrator.

The procurement administrator performs and coordinates administrative, technical, and professional work related to ensuring that the court units are supplied with the materials, equipment, and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent performs advanced procurement activities requiring advanced knowledge of procurement policies and practices. The procurement administrator prepares complicated specifications, negotiates service contracts, and prepares significant and large purchase orders.

### **REPRESENTATIVE DUTIES**

- 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.
- Assess request for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Request funds and reprogramming. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policies and Procedures and Judiciary Procurement Program Procedures* on procurement practices. Prepare spreadsheets and maintain databases to track certain expenditures. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Ensure that all necessary procurement data is entered and maintained in automated systems.
- Other duties as assigned.

### **REQUIREMENTS**

Candidate must have a minimum of two years of specialized experience that provided knowledge of procurement procedures, guidelines, policies, and practices. Candidate must possess skill in preparing requests for quotes and bids. Skill in researching and interpreting guidelines, rules, regulations and policies regarding purchasing. Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing. Ability to obtain Contracting Officer Contracting Program certification.

Candidate must possess excellent grammar, written and oral communications skills. Excellent customer service skills, ability to maintain confidentiality and ability to work in a team setting is required. Strong organizational, planning, problem-solving, and analytical skills are a must. Possess excellent computer and typing skills, including skills in word processing, scanning, and uploading PDF documents, email and web browsers required. Candidate must have a valid driver license and be able to travel to divisional offices, as needed. Ability to lift items and/or move furniture in excess of 50 pounds is required.

#### **Court preferred qualifications**

- Bachelor Degree in Business Administration or any combination of formal training and experience in the field of Contracts and Procurement, equivalent to at least four years.
- Previous government purchasing experience.

#### **Required personal characteristics**

- Self-directed, highly motivated, dependable and organized.
- Able to demonstrate sound ethics and good judgment.
- Able to work harmoniously in a team environment.
- Able to maintain a professional appearance and demeanor at all times.

### **APPLICANT INFORMATION**

#### **Background Check**

This is a high-sensitive position within the judiciary. As a condition of employment, the selected candidate must successfully complete a five year background investigation with periodic updates every five years thereafter.

#### **Reference Check**

The court will do reference check on current and previous employers.

#### **How to Apply**

Qualified applicants must submit a cover letter and Federal Judicial Branch Application for Employment (AO78), resume is optional. An incomplete AO78 application may not be accepted.

Please submit all documents **only** in PDF, via email to: USBCHR@flsb.uscourts.gov. Applications are not accepted via facsimile. The subject should read "Procurement Administrator". Only the best qualified candidates will be invited for an interview. Applicants selected for interview must travel at their own expense. Applications may be reviewed as received. Information on Citizenship Requirements, Employee Benefits, and the Federal Judicial Branch Application for Employment (AO78) is posted on the court's website under Court Information/Employment, please visit the website at <http://www.flsb.uscourts.gov/employment>.

The Court reserves the right to modify the conditions of a job announcement, commence interviews immediately, withdraw the announcement, or fill the position prior to the closing date, any of which may occur without prior written or other notice.

***Due to the volume of applications expected, receipt of individual applications will not be acknowledged. The court will only communicate with those individuals who will be invited for an interview. The vacancy announcement will be removed from the court's website when the position is filled.***

**THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER.**