



United States Bankruptcy Court District of Minnesota

Vacancy Announcement # 2019-05

- Position:** Procurement Specialist
- Salary Range:** CL-27 (\$53,356 - \$86,762) to CL-28 (\$63,957 - \$103,984)
based on qualifications
- Location:** Minneapolis, Minnesota
- Closing Date:** **June 28, 2019** or until filled.

The U.S. Bankruptcy Court for the District of Minnesota seeks a Procurement Specialist to manage purchasing for the court. Occasional travel to St. Paul, Duluth and Fergus Falls divisional offices is required.

Position Overview:

The Procurement Specialist is responsible for incurring obligations and undertaking procurement actions on behalf of the court, and correctly documenting each procurement action in accordance with the requirements of the *Guide to Judiciary Policy* and all other procurement requirements.

Representative Duties:

- Assesses requests for goods and services, ensuring they are allowable under the *Guide to Judiciary Policy* and other application policies. Verifies that funds are available for items to be purchased.
- Manages purchases, from request through receipt, in JIFMS, the court's automated financial management system.
- Procures authorized supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts.
- Works with IT and other appropriate court staff to recommend cyclical replacement of equipment.
- Reviews, evaluates and verifies the accuracy of invoices and submits payments in JIFMS for approval and processing.
- Identifies and maintains lists of vendors and suppliers of goods and services. Assists in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as reputation and history.

- Researches products and equipment. Drafts specifications, solicitations and requests for quotations or proposals. Obtains and reviews competitive bids, quotes, and proposals from vendors and contractors. Discusses evaluations with requesters, IT staff where appropriate, and court managers.
- Evaluates and monitors contract performance to ensure compliance with contracted obligations. Clarifies contract requirements and resolves any conflicts.
- Maintains audit-compliant files of all purchasing activity.
- Reviews all procurement-related changes to the *Guide to Judiciary Policy* or other procurement-related requirements and recommends appropriate revisions to the court's internal controls and procurement-related operating procedures.
- Serves as a member of the court's budget committee to evaluate and prioritize purchasing decisions, and prepares, maintains and continually updates the court's spending plan to reflect budget priorities and court needs.
- Performs other duties as assigned.

Education and Experience:

Two years of specialized experience, including at least one year equivalent to work at CL-25 is required. Specialized experience includes progressively responsible purchasing experience, applying knowledge of rules, regulations, procedures and practices of procurement administration and involving the routine use of automated procurement systems. A Bachelor's Degree in Accounting, Finance, Business Administration or a related field is preferred. To qualify for CL-28, applicant must have two years of specialized experience, including at least one year equivalent to work at the CL-27; 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 field closely related to the subject matter of the position.

Knowledge and Skills:

- Knowledge of government procurement procedures, guidelines, policies and protocols.
- Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing is preferred.
- Skill in researching, interpreting and implementing guidelines, rules, regulations and policies related to purchasing.
- Ability to consistently demonstrate sound ethics and judgment.
- Strong organizational ability and attention to detail.
- Ability to communicate effectively, both orally and in writing, with requesters and vendors, providing strong customer service, developing excellent ongoing working relationships, and resolving difficulties, all while complying with all regulations, rules and procedures.
- Skill in use of automated systems, including the court's financial management system and other systems related to procurement activities.

Conditions for Employment:

Candidates must demonstrate organizational skills, good judgment, and willingness to work with legal, technical, administrative and operations staff in a cooperative environment. Candidates must maintain absolute confidentiality of sensitive information.

All employees of the court are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request.

Benefits:

- Paid vacation and paid sick leave
- Optional participation in choice of health plans, dental and vision insurance programs, group life insurance program, long term care insurance, and optional participation in a pre-tax flexible spending account plan for commuter reimbursement, and dependent care and medical expenses not covered by health insurance
- Participation in the Federal Employee Retirement System (FERS)
- Optional participation in the Thrift Savings Plan with matching contributions (similar to 401K)
- Public transit subsidy as the budget permits
- 10 paid holidays per year
- Options for telework and/or compressed scheduling
- This position is subject to mandatory EFT (Electronic Funds Transfer) participation for payment of net pay.

Additional Information:

- Applicants must be citizens of the United States or be authorized to work in the United States. Please note citizenship requirements:
<http://www.uscourts.gov/careers/search-judiciary-jobs/citizenship-requirements-employment-judiciary>
- Only the most qualified applicants will be contacted for personal interviews. No telephone calls please.
- Applicants to be interviewed may be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78), and a list of references.
- Applicants selected for interview must travel at their own expense.
- The U.S. Bankruptcy Court is not authorized to reimburse candidates for interview or relocation expenses.
- As this position is deemed “high-sensitive” the successful candidate will be required to undergo a background clearance which includes fingerprinting, and updated background investigations every five years.

Application:

Qualified applicants should email a cover letter and resume in a single document to: mnb_applications@mnb.uscourts.gov. Please refer to **ANNOUNCEMENT #2019-05** in the email transmittal.

The U. S. Bankruptcy Court has the right to modify the conditions of this vacancy announcement, or withdraw this announcement, either of which may occur without prior written or other notice.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States Government. Employees of the United States Bankruptcy Court serve under “Excepted Appointment” and are considered “At-Will” employees.

Please visit the [employment](http://www.mnb.uscourts.gov/employment) (<http://www.mnb.uscourts.gov/employment>) section of our website for other requirements and benefits information.

THE UNITED STATES BANKRUPTCY COURT
IS AN EQUAL OPPORTUNITY EMPLOYER.