



# UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

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## VACANCY ANNOUNCEMENT

Announcement Number: **24-04**

Opening Date: **April 11, 2024**

Closing Date: **Open until filled**

*Priority consideration will be given to applications received by April 25<sup>th</sup>, 2024.*

### **Finance and Procurement Services Supervisor**

**(Finance and Procurement Services Manager)**

**DUTY STATION: GREENSBORO, NC**

**CL 28-30 (\$69,551 - \$158,871)**

*Salary determined by qualifications and experience as outlined below. Promotion up to CL 30 may occur without further posting or competition.*

## **POSITION DESCRIPTION**

The Finance and Procurement Services Supervisor is responsible for overseeing and managing finance, procurement, and space/facilities within the court. This position performs advanced procurement activities requiring advanced knowledge of procurement policies and practices. The Finance and Procurement Services Supervisor has primary responsibility for the management and oversight of all space and facilities projects initiated by the court or the General Services Administration (GSA). This position supervises other staff performing finance, procurement, and space/facilities related tasks.

## **REPRESENTATIVE DUTIES**

- Supervise finance employees involved in financial and procurement activities, including assigning and reviewing work, evaluating performance, and recommending disciplinary actions.
- Manage and oversee the day-to-day financial, budgeting, and procurement functions of the court. Assure compliance with finance and procurement guidelines, policies, and internal controls.
- Facilitate, mediate, and negotiate complex and sensitive procurement and facility matters with judges, unit executives, managers, supervisors, and court staff, while maintaining confidentiality.
- Respond to requests and answer procedural questions from judges, upper management, and staff regarding procurement and facility operations, keeping them well-informed.
- Process and sign purchase orders and contracts for the purchase of products and services. Ensure purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight. Track expenditures and maintain detailed records for audit purposes.
- Negotiate with vendors the best price of 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.
- Manage space and facilities projects, including creating project budgets, project schedules, and preparing project scope to guide specifications. Coordinates cyclical maintenance and overhaul of court owned space.

- Acts as the court's liaison with the General Services Administration (GSA) and contractors. Ensure the completeness and timeliness of project delivery. Coordinate the efforts of various entities to ensure timeliness in the accomplishment of successive phases of the construction plan.
- Conduct construction site visits to monitor progress and compliance with the U.S. Courts Design Guide and prepare progress reports and punch lists for work that remains to be accomplished.
- Develop furniture layouts and assist in selection and procurement of furniture and furnishings.
- Create move coordination plans which include detailed schedules and lines. Serve as move coordinator.
- Prepare Reimbursable Work Authorizations (RWA) and appropriate correspondence for new or renovated space and facilities and submit for approval. Verify RWA charges and authorize payment.
- Serve as liaison between the court and GSA maintenance contractors for the monitoring of courthouse heating, ventilation, air conditioning (HVAC) operations, ensuring proper temperature and humidity levels are maintained in accordance with the U.S. Courts Design Guide, GSA, ASHRE, and any other applicable guidelines. Advocate on behalf of the court when standards are not being met.
- Maintain Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer.

## **REQUIRED QUALIFICATIONS**

At a minimum, candidates must possess a high school diploma or equivalent and specialized experience as outlined below.

- **CL 28 (\$69,551 - \$113,078):** Candidates must possess at least three years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in procurement management.
- **CL 29 (\$82,718 - \$134,446):** Candidates must possess at least three years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in procurement management. At least one of the three years of experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. In addition, at least one year of specialized experience must have been at or equivalent to the CL 28.
- **CL 30 (\$97,750 - \$158,871):** Candidates must possess at least four years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in at procurement management. At least two of the four years of experience must have been specialized experience in supervisory or managerial professional work that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. In addition, at least one year of specialized experience must have been at or equivalent to the CL 29.

## **PREFERRED QUALIFICATIONS**

- Substantial knowledge of the role and responsibilities of procurement and finance in the federal courts, including their unique contracting and procurement programs and practices.
- Excellent written and verbal communication skills.
- Ability to interact in a positive and professional manner with all internal and external customers.
- Ability to help maintain a strong team environment.

- Ability to travel and lift 50 lbs.

## **BENEFITS**

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance. A comprehensive summary of benefit information is available for review via [Benefits | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/benefits).

## **INFORMATION FOR APPLICANTS**

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

## **TO APPLY:**

To apply for this position, qualified applicants should submit: 1) a completed [Application for Federal Employment](#) 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package as a single pdf file should be submitted electronically to [ncmdml\\_persnml@ncmd.uscourts.gov](mailto:ncmdml_persnml@ncmd.uscourts.gov).

\*Interview and relocation expenses are not reimbursable.

*The United States District Court is an Equal Opportunity Employer.*