



United States District Court

District of Delaware

Vacancy Announcement 24-6

Position Title: Procurement & Facilities Specialist

Salary: CL 27 (\$63,857- \$103,811)

CL 28 (\$76,535- \$124,433)

Opening Date: March 13, 2024

Closing Date: Open until filled

Position Overview

The Procurement & Facilities Specialist performs procurement activities requiring knowledge of procurement policies and practices. The incumbent performs activities which include preparing specifications, negotiating service contracts, and preparing significant and large purchase orders. The Procurement & Facilities Specialist manages and oversees space and facilities projects initiated by the court or the General Services Administration (GSA). Responsibility includes planning, design, technical review for all space and facility projects, and district-wide coordination of all building activities for the court unit.

Representative Duties

- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verify that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Manage space and facilities projects, including creating project budgets, project schedules, and preparing project scope to guide specifications. Translate functional requirements into a space-needs plan and define the project's design objective. Review construction drawings and specifications, analyze cost estimates, negotiate fees and costs, and resolve issues from preliminary design through construction.
- Coordinate the efforts of various entities to ensure timeliness in the accomplishment of successive phases of the construction plan. Conduct meetings with all concerned parties to review progress, discuss problems, and develop solutions. Ensure all parties are advised and kept aware of requirements and plan changes.
- Review GSA contract specification documents and blueprints to ensure compliance with the U.S. Court Design Guide, and the court's preference. Document and report deviations or non-compliance issues. Participate in all project planning and design

meetings.

- Procure authorized supplies, equipment, services and furnishings from government and non-government sources through contracts, competitive bids, or existing government contracts.
- Recommend cyclical replacement of equipment.
- Adhere to the Guide to Judiciary Policy regarding procurement program policies, procedures, and practices. Adhere to the court's internal control procedures and separation of duty practices.
- Review, evaluate, and verify accuracy of invoices and forward for payment.
- Manage the court contract interpreter procurement process. This would include working with the Clerk of Court to identify court's requirements/needs for contract interpreter resources and procuring the required resources consistent with judiciary policy and guidelines for contract interpreters. Review and approve that services submitted on contract interpreter invoices and travel vouchers were received, satisfactory, and consistent with judiciary policy and guidelines. Manage the contract interpreter scheduling.
- Identify and maintain lists of vendors and sources of supply for goods and services. Assist in the research and evaluation of suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and history. Draft specifications, solicitations, and requests for qualifications/proposals. Research products and equipment. Draft product/equipment specifications and scopes of work. Assist in obtaining and reviewing competitive bids, quotes, and proposals from vendors and contractors. Discuss evaluations and review with requesters, subject matter experts and management.
- Serve as technical liaison between the contractor and the contracting office. Assist in the negotiation with vendors for the best price over contracted services and purchases. Coordinate maintenance, repairs, renovations, installations, and upgrades with the U.S. Marshals Service, GSA, and other agencies, as needed.
- Independently evaluate and monitor contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving any conflicts.
- Writing and/or revising operating procedures for procurement management and facilities management.
- Prepare specifications, solicitations, requests for quotations/proposals, and Reimbursable Work Authorizations (RWAs); ensure proper research of products and equipment; and review product/equipment specifications and pricing. Verify RWA charges and authorize payment. Prepare purchase orders and payment authorizations in automated system.
- Assist with the recommendations of cyclical replacement of accountable property (i.e. equipment, furniture, etc.) and services that contribute to the professional appearance of the court building (i.e. carpet, paint, etc.).
- Oversee and coordinate department, division, staff, and judges moves. Develop furniture layouts and assist in the selection of furniture and furnishings.

- Identify and address items that affect the operations of court facilities, including regular maintenance and system testing, health-safety requirements, and heating, ventilations, and air conditioning (HVAC) operations, ensuring adherence to the U.S. Courts Design Guide, GSA Policy, and any other applicable guidelines.
- Assist with record inventory listing updates for accountable property and proper inventory reconciliation, as needed. Ensure the disposition and redistribution of excess equipment and furnishings is consistent with existing guidelines, as required.
- Prepare all court reports and requests for space which involve surveys of existing space. Coordinates such requests with the Administrative Office.

Qualifications

CL 27: Two years of specialized experience OR completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- an overall "B" grade point average equaling 2.90 or better of a possible 4.0;
- Standing in the upper third of the class;
- "3.5" average or better in the major field of study;
- Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies; or
- Completion of one academic year (18 semester or 27 quarter hours) of graduate study 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

CL-28 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.

Specialized Experience: Progressively responsible experience in or closely related to the position's work that has provided particular knowledge, skills, and abilities to perform the position's duties successfully.

Benefits

The United States District Court for the District of Delaware offers a generous benefits package which includes the following:

- Paid annual and sick leave
- Eleven paid federal holidays
- Participation in the Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Employees Group Life Insurance (FGLI)

- Flexible Benefits Program
- Employee Assistance Programs
- Long Term Care Insurance through the Federal Judiciary or OPM
- Federal Employees Retirement System (FERS)
- Thrift Savings Plan (TSP)- up to 5% match
- Student Loan Forgiveness Program for Public Service Employees
- On-site fitness facility
- Transit Subsidy Program (contingent upon availability of funds)

NOTE: Some benefits require a waiting period.

Information for Applicants

Consideration will only be given to those who apply online and provide the required application documents in PDF format. The required application documents include the following: cover letter, resume, AO-78 and three business references. To apply for the position, please visit the Court's website at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=daye8adr&pos=24-6>.

Applicants will receive an email confirmation upon receipt. Incomplete applications, paper applications or faxed applications will not be considered.

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice. This job announcement may involve filing more than one position described therein.

The U.S. District Court requires employees to adhere to the Judicial Code of Conduct for Judicial Employees which is available on www.uscourts.gov.

The salary for this position will be based upon experience and education in accordance with the Court Personnel System for the U.S. Courts. Advancement on the pay scale is contingent upon satisfactory performance.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees with the U.S. District Court. Applicants must be U.S. citizens or eligible to work in the United States.

The Procurement & Facilities Specialist is a high-sensitive position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years.

The U.S. District Court for the District of Delaware is an Equal Opportunity Employer.

**If you have questions regarding this announcement,
please contact Beth Mason at (302)573-4539**