



United States Bankruptcy Court
Office of the Clerk
Middle District of Florida
www.flmb.uscourts.gov



VACANCY ANNOUNCEMENT
Facilities and Procurement Specialist

Location: Orlando or Tampa, Florida

Opening Date: June 13, 2018

Announcement No. 18-08

Closing Date: Until Filled

First consideration given to applications received by June 22, 2018

Starting Salary Range: \$44,562 - \$95,388, CL 26/1 – 28/61

Starting salary commensurate with experience in accord with U.S. Court Guidelines

The U.S. Bankruptcy Court for the Middle District of Florida is seeking a highly motivated individual with a strong procurement and facilities management background for our Administrative Team. Our Court strives to maintain and grow a productive, progressive, and positive culture, and we recruit staff that promote, reflect, and thrive in an environment that successfully meets the mission statement of our Court *“Our Court serves the public by processing and deciding bankruptcy cases with fairness, impartiality, and excellence, while treating everyone with dignity, integrity, and respect”*.

The Facilities and Procurement Specialist will join a team of five administrative professionals, and will report to the Administrative Services Manager. This team supports three divisional offices, one satellite office, nine judges and a court staff of 85. The position will be located in the Tampa or Orlando office with routine travel to all offices Jacksonville, Orlando, Tampa and Ft. Myers.

Representative Duties

The Facilities and Procurement Specialist performs a full range of duties and responsibilities including but not limited to the following:

- 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 requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets to track expenditures.
- Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the court'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.
- Monitor, coordinate, and handle day-to-day facilities management concerns.
- Manage projects related to routine maintenance, facility remodeling, and office relocations. Assess, document, prioritize, and respond to project matters. Attend project or construction meetings as a representative of the Clerk's Office.
- Prepare and submit Reimbursable Work Authorizations and coordinate all facility matters with General Services Administration (GSA).

- Design space and furniture plans to optimize space utilization. Adhere to the U.S. Courts Design Guide.
- Interact with a wide array of individuals and offices, which includes but is not limited to Judges, Division Managers, court staff, information technology staff, vendors and representatives from the Administrative Office for the U.S. Courts, the Circuit Executive's Office, U.S. District Court, U.S. Marshals Service and GSA.

Minimum Qualifications

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at a CL 26, an applicant must be a high school graduate and have one year of specialized experience equivalent to work at the CL 25 level. To qualify at a CL 27, incumbent must have two years of specialized experience, including at least one year equivalent to work at the CL 26 level. To qualify at a CL 28 level, an applicant must have two years of specialized experience, including at least one year equivalent to work at the CL 27 level. Specialized experience includes progressively responsible clerical or administrative experience that provided knowledge of facilities management and procurement procedures, guidelines, policies, and practices.

Ability to lift items and/or move furniture in excess of 50 pounds.

Preferred Qualifications

- Knowledge of general government procurement policies, procedures and protocols needed to maintain purchase order information and invoice payment processing.
- Skill in negotiating terms and conditions of services and contracts with vendors.
- Ability to interpret and implement federal judiciary guidelines and policies regarding procurement and facility management. Ability to read and interpret policies and procedures imposed by authorities on procurement practices.
- Ability to quickly take classes for and obtain Contracting Officer Contracting Program certification level 3, if not already certified.
- Possess a good working knowledge of General Services Administration, *Federal Acquisition Regulations*, and the *U.S. Courts Design Guide*.
- Ability to communicate clearly on facilities and procurement issues; possess excellent oral and written communication skills, including writing, editing and proofreading; and skills and abilities in record keeping and reporting.
- Ability to read and interpret blueprints.
- Ability to work independently as well as interact with all work groups within the office. Ability to work in a cohesive team environment. Ability to follow detailed instructions.
- Demonstrated ability to be a self-starter, capable of multi-tasking in a fast-paced environment, where attention to detail and timeliness are required, and must be adaptable and flexible.
- Ability to research and recommend solutions to resolve complex matters.
- Possess a positive attitude, excellent customer services skills and strong organizational and project management skills.
- A Bachelor's degree from an accredited university is preferred. Substantial management experience in court administration at the federal level is highly desirable.
- Knowledge of disaster preparedness requirements are highly desired.

Information for Applicants

- Employees of the United States Courts are not included in the government's Civil Service classification and are considered "at will" and therefore the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- Pursuant to the Immigration and Reform Act of 1986, selection for this position is contingent upon proof of U.S. citizenship or eligibility to work in the United States.
- The Facilities and Procurement Specialist position is a *High-Sensitive* position within the federal judiciary. If a background investigation has not been completed within the past five (5) years, the final applicant(s) will have to complete a background check investigation, including a FBI fingerprint check. Employment will therefore be considered provisional pending the successful completion of the background investigation and retention depends upon a favorable suitability determination. Judiciary

employees are required to adhere to the *Code of Conduct for Judicial Employees*.

- This position is subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay.
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.
- All information is subject to verification.

Application and Selection Procedures

Qualified applicants should submit 1) a resume; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal employment available on the U.S. Courts website at www.uscourts.gov/careers.

Completed package should be submitted electronically to jobs@flmb.uscourts.gov. These documents must be submitted in Word or PDF format. Resume must contain an e-mail address and a daytime phone number. We will give first consideration to applicants who apply by **June 22, 2018**.

- Due to the volume of applications usually received, receipt of individual applications will not be acknowledged; qualified applicants will be contacted for a personal interview. Selection status will be posted on the Court's website www.flmb.uscourts.gov, therefore no phone calls or faxes will be accepted.
- Verification of employment, education, and reference checks will be made prior to any offer of employment.
- Applications will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Only those applicants selected for an interview will be contacted. Applicants selected for interviews must pay all travel expenses associated with the interview.
- Starting salary is commensurate with qualifications and experience and in accordance with the Guide to Judiciary Policy.

Employee Benefits

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

10 paid holidays per year
13 Sick days per year accrued
13 Paid Vacation days for less than 3 years of service
20 Paid Vacation days for 3 to 15 years of service
26 Paid Vacation days with 15 or more years of service
Federal Employee Retirement Plan
Thrift Savings Plan

Health Insurance Benefits
Life Insurance
Disability Insurance
Long Term Care Insurance
Flexible Spending Accounts
Merit and classification increases

The United States Bankruptcy Court is an equal opportunity employer