



UNITED STATES DISTRICT COURT DISTRICT OF HAWAII

NOTICE OF VACANCY

POSITION TITLE: Automation Procurement Specialist
Full-time, Excepted Service permanent appointment.

ANNOUNCEMENT #: 14-06

LOCATION: Office of the Clerk
United States District Court
Prince Kuhio Federal Building and U.S. Courthouse
Honolulu, Hawaii

CPS LEVEL/SALARY RANGE: CL-26 - CL-27 (\$48,344 - \$86,388 per year including COLA).
Starting salary depending upon qualifications and court budget. Promotional potential to CL-28 without further competition, subject to funding and need.

APPLICATION PERIOD: Open until filled. Applications received by 5:00 p.m., July 16, 2014, will be given priority consideration.

POSITION SUMMARY

The Clerk's Office of the United States District Court is seeking qualified applicants for a full-time **Automation Procurement Specialist**. The Automation Procurement Specialist reports to the Budget, Purchasing and Finance Director and performs advanced procurement activities in accordance with complex rules and regulations, prepares complicated specifications, negotiates service contracts, prepares significant purchase orders, and processes work with a high level of accuracy, timeliness, and customer service. The focus of the position is to provide superior, strategic, cost effective procurement services to meet the technological and general procurement needs of the court.

REPRESENTATIVE DUTIES

- Serve as Level 2 Contracting Officer for the court as to interpreting services.
- Serve as Level 3 Contracting Officer for the court, in conjunction with the Budget, Purchasing and Finance Director, prepare and solicit Request for Quotations, review quotes, make awards, etc.
- In conjunction with the Information Technology (IT) Director, manage the daily activities of technology purchasing functions and sourcing processes for strategic IT projects, acquisition of software licenses, software implementation & integration, and IT infrastructure projects such as network services, IT security services, and cloud solutions.
- Work with the Budget Purchasing and Finance Director and IT Director to define business requirements, including supplier performance management.

- Adhere to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures* on procurement practices. Adhere to the court unit's internal control procedures.
- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Identify and maintain documentation of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices for payment.
- Research and evaluate suppliers based on price, quality, service, selection, and other factors. Prepare specifications, solicitations, and requests for qualifications/proposals; Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Assess requests for goods and services by ensuring that they are allowable under Judiciary policies, as well as determining availability of funds. Prepare spreadsheets and maintain databases to track certain expenditures.
- Negotiate with vendors for the best price over contracted services and purchases. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Conduct product and project research and make procurement recommendations to senior management of applicable units. Recommend cyclical replacement of accountable property.
- Identify excess property items and determine if the items should be recycled, abandoned, or destroyed. Maintain property disposal records.
- Support the Finance Department by performing back up financial functions such as maintaining accounts payable/receivable, voucher reconciliation, etc.
- Manage special projects as assigned.

QUALIFICATIONS

Minimum Qualifications: Two years of specialized experience, including one year equivalent to work at CL-25; **or** a bachelor's degree from an accredited university with superior academic achievement; **or** completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in business or other closely related field.

Specialized experience is progressively responsible buying or purchasing experience which demonstrated knowledge of an organization's needs and usage of supplies, equipment and services; skill in anticipating and analyzing short-term and long-term procurement needs; evaluating levels of quality and cost implications of acquisition decisions; knowledge of financial systems and protocols needed to maintain purchase orders and invoices for payment; ordering and purchasing of supplies, equipment and furnishings from varied sources through new contracts, competitive bids or existing contracts; monitoring contract performance, time and delivery; and property inventory management.

Preferred Qualifications: A bachelor's degree in business from an accredited university, two or more years of buying or purchasing experience gained while employed at a federal court, a federal government agency, or other highly structured work environment, and a background in information technology is highly preferred.

Candidates must also demonstrate: The ability to communicate effectively (orally and in writing). Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules and procedures. Ability to obtain Contracting Officer Contracting Program certification. Skill in the use of word processing, spreadsheet and database applications, as well as financial and accounting systems. Ability to multi-task and consistently meet deadlines. Possess a professional demeanor and appearance appropriate for a court environment.

Appointment at either the CL-26 or CL-27 level will be determined based upon the successful candidate's overall qualifications and experience. Promotional potential to the next classification level upon attainment of qualification requirements, successful performance appraisals, and the availability of funding. The position has promotional potential to CL-28, subject to funding and need.

CONDITIONS OF EMPLOYMENT

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Appointment to this position is provisional and contingent upon the successful completion of a background investigation. The selected candidate will be required to serve a six-month probationary period, subject to extension. The United States District Court is part of the Judicial Branch of the United States Government, which is not part of the Executive Branch competitive federal civil service, and generally not subject to the statutory and regulatory provisions that govern the Executive Branch. Judiciary employees serve under "Excepted Appointments" and are considered "At-Will" employees. As such, employment may be terminated by either the employer or employee with or without cause. Judiciary employees are required to adhere to the *Code of Conduct for Judicial Employees*. Electronic Fund Transfer (EFT) for payroll deposit is required. Interview and relocation expenses will not be reimbursed.

BENEFITS

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, including the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, flexible benefit and commuter benefit programs, parking/bus subsidy, flex time, and a professional work environment. An overview of Federal Judiciary benefits is accessible at: <http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

HOW TO APPLY

Materials must be received as one PDF attachment sent to: careers@hid.uscourts.gov. Please reference "Automation Procurement Specialist #14-06" in the subject line of your message. Applicants must provide a letter of interest, resume, three professional references, and a completed AO-78 Application form which can be found at www.hid.uscourts.gov. Submission of incomplete or illegible application packets will disqualify applicant from further consideration. Due to the anticipated volume of applications, the court will only communicate with those individuals who will be invited for interview.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written or other notice.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER