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CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District
Court is an Equal Focused
Employer*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Procurement & Facilities Specialist

Classification Level: CL-27/CL-28

Salary Range: CL 27: \$68,383 to CL 28: \$81,974 - \$133,262, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: October 11, 2023

Closing Date: Priority cut-off November 1, 2023 or until filled

Whether launching or continuing a career in public service, the U.S. District Court is a great place to work with competitive salaries and benefits, a work schedule that promotes a work-life balance, access to a fitness center, and the opportunity to work with colleagues committed to fulfilling the important mission of administering justice in an efficient and effective manner. This position offers an excellent opportunity to advance a career in Federal court service.

POSITION OVERVIEW

This position is part of the Administrative Services team of the U.S. Court Clerk's Office and reports to the Property and Procurement Administrator. The Procurement & Facilities Specialist works on a team that performs and coordinates administrative, technical, and professional work related to ensuring that the court is supplied with the materials, equipment, and services required to function optimally. The incumbent assists in performing day-to-day building management issues and space and facilities projects, performs advanced level procurement activities include preparing complicated specifications, negotiating service contracts, and preparing significant and large purchase orders. The incumbent also ensures compliance with the appropriate guidelines, policies, and approved internal controls. Representative duties include:

- ✓ 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 that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- ✓ Adhere to the *Guide to Judiciary Policies and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices. Prepare spreadsheets and maintain databases to track certain expenditures. Adhere to the court unit's internal control procedures.
- ✓ Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- ✓ Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the 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. Recommend cyclical replacement of accountable property.
- ✓ Monitor, coordinate and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds and security.
- ✓ Maintain files related to facilities management, space planning and space and facilities projects.

QUALIFICATIONS

MINIMUM QUALIFICATIONS:

The successful applicant must have:

- ✓ For the CL-27: Two years specialized experience, including at least one year at or equivalent at the CL-26.
- ✓ For the CL-28: Two years specialized experience, including at least one year at or equivalent to CL-27.

Specialized experience includes progressively responsible administrative experience that provided knowledge of facilities management and procurement procedures, guidelines, policies, and practices.

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 various court-related certifications.
- ✓ Possess a good working knowledge of General Services Administration 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.

COMPENSATION AND BENEFITS

Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth in the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits. The Court values a healthy work life balance and offers flexible work schedules and opportunities for telework. Please visit: www.uscourts.gov/careers/benefits

OTHER INFORMATION FOR APPLICANTS

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), must adhere to a [code of conduct](#), and must arrange for direct deposit of federal wages. Travel expenses for interviews or relocations are not available. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals qualifying under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship. Contact Human Resources at 415-522-2147 for more information.

Equal Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The Court encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.

The court provides reasonable accommodation to applicants with disabilities. Notify Human Resources at 415-522-2147 to request a reasonable accommodation for any part of the application or hiring process. Human Resources will determine requests on a case-by-case basis.

APPLICATION PROCEDURE

To apply, complete the online application at www.governmentjobs.com/careers/uscourtsand and upload a resume and cover letter in Word or PDF format where requested.