

***United States District Court  
Northern District of West Virginia  
Vacancy Announcement***

**Position Title:** Procurement Administrator  
**Location:** Wheeling, West Virginia  
**Opening Date:** May 20, 2020  
**Starting Salary:** CL 27/25 – CL 29/61 (\$64,009-\$118,613)  
Starting salary dependent upon experience and qualifications.  
**Closing Date:** Open until filled  
First cut-off date for review of applications is June 26, 2020.  
**Announcement #** WVN 2020-03

The United States District Court for the Northern District of West Virginia is seeking qualified applicants for the position of a full-time Procurement Administrator in the Clerk's Office at the Wheeling point of holding court. This position will require occasional travel to other points of holding court in Clarksburg, Elkins, and Martinsburg, and may require further travel within the United States.

**Position Description:** The Procurement Administrator is located in a consolidated administrative services department and supports the district court and probation. The incumbent maintains a Contracting Officer certification and oversees and administers the professional, technical, and organizational work related to procurement programs for both court units. The Procurement Administrator performs advanced procurement activities which include preparing complex specifications, negotiating service contracts, and preparing significant, complicated, and high value purchase orders.

**Duties include, but are not limited to, the following:**

- Maintain Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer. As Contracting Officer, 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. Process accounts payable and track expenditures.
- Complete one-time Contracting Officer certification for procuring contract court interpreters, contract court reporters, and probation treatment services and halfway houses.
- Oversee probation staff performing treatment services processing and travel accounting.

- Ensure files are established and maintained for every solicitation, contract, and purchase action, including credit card purchases. Ensure files are in compliance with the *Guide to Judiciary Policy*.
- Collect, review, audit, and analyze data and information, such as court operations and activities, budget and financial data, and other similar statistical data. Develop a variety of reports based on historical and current data, including statistics on procurement activities.
- Research procurement, administrative, and operational questions, problems, trends, and areas for efficiencies/improvements related to the data being developed and analyzed.
- Review procurement expenditures of departments to ensure compliance with budget.
- Oversee staff executing the purchase of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Evaluate requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining availability of funds for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the *Guide to Judiciary Policy* regarding procurement practices. Adhere to the court units' internal controls procedures and ensure separation of duties within the office.
- Coordinate the efforts of various entities to ensure timeliness of complex orders and contracts involving multiple court units.
- Conduct product and project research and prepare and present findings and recommendations to senior management of applicable units.
- Identify and maintain documentation of vendors and sources of supply for goods and services. Review, evaluate, verify, and forward invoices for payment processing.
- Make procurement recommendations to court unit executives.
- Research, analyze, 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 Quotes (RFQs). Research products and equipment and prepare specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors and discuss evaluations and review with requestors and subject matter experts, as applicable.
- 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.
- Establish and maintain sound professional relationships with suppliers. Resolve issues (e.g., pricing, quality, timing, claims, contract disputes, etc.) associated with terms and conditions of service agreements.
- Perform other duties as assigned.

**Qualifications and Requirements:** Applicants for the position should have the following qualifications and requirements:

- High School Diploma with three years of general experience and three years of specialized experience. (Or Bachelor's degree with one year of specialized experience.) *Specialized experience is progressively responsible experience that provided extensive knowledge of the rules, regulations, practices and principles of procurement administration, and involved the routine use of automated financial procurement systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.*
- Ability to consistently demonstrate sound ethics, judgment and maintain a high degree of integrity.
- Proven skill and accuracy in mathematical calculations and data entry; and the ability to learn the federal judiciary financial systems. Possess the ability to interpret and implement federal judiciary guidelines and policies regarding purchasing.
- Demonstrated ability to conduct in-depth research, analyze options, and manage complex procurement and financial issues.
- Extensive experience with and knowledge of Word, Excel, and Adobe Acrobat.
- Skill in negotiating terms and conditions of services and contracts with vendors. Display skill in interacting with subject matter experts to develop accurate service or product specifications. Possess the ability to anticipate and analyze short-term and long-term procurement needs of the court.
- Ability to take initiative, manage multiple tasks, respond to requests on short notice and meet deadlines.
- Excellent interpersonal and communication skills (written and verbal), and the ability to work well with others.

**Preferred Qualifications:** The following qualifications and requirements are not required, but preferred qualifications for this position:

- Bachelor's Degree in an accounting, financial or related field from an accredited four-year college or university.
- Experience in accounting and/or government procurement.

**Miscellaneous:**

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- The selected candidate will be subject to a background check that includes an FBI fingerprint check as a condition of employment.
- Employees of the U.S. District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at [www.wvnd.uscourts.gov/](http://www.wvnd.uscourts.gov/)
- Position will require travel.

**Benefits:**

Benefits include paid vacation, sick leave, paid holidays, health insurance, a flexible benefits program, a retirement plan and portable savings plan with matching contributions, and a professional environment. Additional benefit information is available at [www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

**Application Procedure:**

Qualified applicants must submit one PDF file with a completed [Application for Judicial Branch Federal Employment](#) (AO 78), a cover letter and a resume with salary history and professional references. The PDF file should be sent to:

Kelly Fry, HR Administrator  
U.S. District Court  
1125 Chapline Street  
P.O. Box 471  
Wheeling WV 26003 or [kelly\\_fry@wvnd.uscourts.gov](mailto:kelly_fry@wvnd.uscourts.gov)

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