

## **Position Title: Procurement/Space and Facilities Specialist**

**Vacancy #:** 23-12  
**Location:** Columbia, South Carolina  
**Salary Range:** CL-27 to CL-28, depending upon qualifications and experience.  
**Opening date:** November 09, 2023  
**Closing date:** Open until filled, preference given to applications received by November 24, 2023

### **Position Description**

The United States District Court for South Carolina is currently accepting applications for the position of Procurement/Space and Facilities Specialist in the Columbia Office. Reporting to the Procurement Officer, the Procurement/Space and Facilities Specialist is involved with many procurement/space and facilities functions for the court. The Procurement/Space and Facilities Specialist maintains records inspected annually through an in-house audit and through cyclical audits overseen by the Administrative Office of the United States Courts. The Procurement/Space and Facilities Specialist will work closely with both the procurement and space and facilities departments and will function as back up for the Procurement Officer.

### **Representative Duties**

- Adhere to the *Guide to Judiciary Policy* and related procurement procedures and to the *U.S. Courts Design Guide* as it relates to space and facilities procedures.
- Review updates to the *Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures*, providing comments and summaries to the Clerk of Court and other senior management.
- Assess the need for goods and services, ensuring requests are allowable under all application guidelines and funds are available for their purchase.
- Obtain and review competitive bids, quotes and proposals from vendors and contractors as needed.
- Procure supplies, equipment, services and furnishings from government and non-government sources through existing government contracts, new contracts, or competitive bids.
- Create and submit reimbursable work authorizations including appropriate correspondence for new or renovated space to the General Services Administration (GSA). Work with GSA, project architects, and government/non-government sources to ensure project completion. Plan and coordinate time and delivery of purchases/projects. Review, evaluate, verify, and process invoices and prepare payment requests.
- Coordinate, review and accept work performed by Court and GSA contractors. Assess, document, prioritize, and respond to project issues. Attend project meetings as a representative of, or advisor to, the court's management team.
- Initiate and monitor GSA maintenance repairs and janitorial requests. Monitor, coordinate, and react to day-to-day facilities management issues, which may involve structures, building systems, technology, grounds, security, and space planning.
- Maintain sound professional relationships with suppliers, promptly resolving any issues around pricing, quality, timing, claims, contract disputes, etc.
- Establish and maintain files for every solicitation, contract, and purchase action.

- Maintain files related to facilities management, space planning, and space and facilities projects. Prepare and present periodic reports on funding, projects, or administrative issues.
- Evaluate and monitor space and facilities project work. Assess, document, prioritize, and respond to project problems. Attend or participate in project or construction meetings as a representative of or advisor to the court's management team. Design space and furniture plans to optimize space utilization. Prepare or obtain drawings.
- Maintain Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer.
- Evaluate and monitor contract performance to ensure compliance with contracted obligations.
- Review and process invoices and prepare payment requests.
- Prepare spreadsheets and maintain databases to track projects and certain expenditures.
- Review procurement expenditures of departments to ensure compliance with budget.
- Prepare recommendations for the Clerk of Court including but not limited to cyclical replacement of accountable property as well as facilities cyclical maintenance and tenant alterations projects.
- Manage special projects as assigned.
- Same day and/or overnight travel to divisional offices may be required.
- Perform other related duties as assigned.

### **Mandatory Skills/Qualifications**

- Knowledge of and experience in government procurement and space and facilities procedures, guidelines, policies and protocols including the U.S. Courts Design Guide.
- Ability to work in an environment where applying a body of rules, regulations, directives, or laws is a core task and where critical thinking is essential.
- Ability to independently isolate, analyze and solve problems.
- Advanced use of and experience with Microsoft Office applications.
- Exceptional organizational, time management, and attention to detail skills.
- Ability to communicate effectively, both orally and in writing, with requesters and vendors, providing strong customer service, developing excellent ongoing working relationships, and resolving difficulties.
- Ability to maintain a professional demeanor, exercise mature judgment, and to be a dependable and flexible team participant.
- Ability to lift items in excess of 50 pounds is an occasional function of the position.

### **Court Preferred Skills/Qualifications**

- Minimum of four years of progressively responsible experience related to the full range of procurement and space and facilities functions.
- Knowledge of financial systems and protocols needed to maintain purchase order information and invoice payment processing is preferred.
- Skill in researching, interpreting and implementing guidelines, rules, regulations and policies related to purchasing and facilities.
- Knowledge of and experience with AutoCAD.
- Bachelor's degree in business or related field.
- Experience working in a court environment.

**To qualify for the CL-28:** The candidate must also possess a minimum of three years of specialized experience in the areas of procurement and space and facilities.

### **Benefits**

The United States District Court is part of the Judicial Branch of the United States Government. Court employees are entitled to the same benefits as other federal employees. These benefits include:

- Eleven (11) paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years of employment; 20 days after three years; and 26 days after fifteen years of federal service.
- Paid sick leave in the amount of 13 days per year.
- Mandatory participation in the Federal Employees Retirement Program and Social Security Retirement Program.
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits (FEHB), the Federal Employee Group Life Insurance (FEGLI), the Federal Employees Dental and Vision Plans (FEDVIP), the Judiciary's Flexible Spending Programs, and the Long-Term Care Insurance Program.

The following link is provided for additional information regarding benefits:

<https://www.uscourts.gov/careers/benefits>

### **Conditions of Employment**

- Employees must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements as outlined in Title 8 U.S.C. § 1324b(a)(3)(B).
- Employees are required to adhere to the *Code of Conduct for Judicial Employees*, which is available to applicants to review upon request.
- Employees of the United States District Court are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court.
- Employees in this position will be hired provisionally pending the successful completion of a background investigation with law enforcement agencies. Unsatisfactory results may result in termination of employment.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

### **Application Procedure**

Qualified individuals must submit the following information and must be submitted in one PDF document:

- Cover letter.
- The Application for Judicial Branch Federal Employment (AO-78) – a link to the form is provided here <https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>.
- Resumé.
- List of three professional references with current contact information.

Position is open until filled. Priority consideration will be given to applications received by **4:30 PM** on **Friday, November 24, 2023**. Submit completed application packet via email to [personnel@scd.uscourts.gov](mailto:personnel@scd.uscourts.gov) and include "Vacancy #23-12" in the subject line. Hard copies and faxed copies of applications will not be accepted.

Incomplete applications will not be considered. All applicants will be screened to identify the most qualified and suitable candidate. Only applicants selected to be tested and/or interviewed will be notified. Unsuccessful applicants will not receive notice. Please do not contact the court to inquire about the status of your application.

Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which may occur without any prior written or other notice.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position.

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