



## **Position Announcement**

**Position:** Procurement Administrator

**Location:** Burlington, Vermont

**Announcement Number:** 2021-01

**Position Status:** Full-Time Permanent

**Opening Date:** January 11, 2021

**Closing Date:** Open until filled

**Developmental Salary Range:** \$52,128 - \$65,173

**Full Salary Range:** \$52,128 - \$84,741

**Classification Level:** CPS CL-27 (Promotional Potential to CL-28)

Salary dependent upon qualifications and experience, including court preferred skills.

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The Clerk's Office for the United States District Court for the District of Vermont provides administrative, operational, and technical support to the federal court at two staffed locations: Burlington, and Rutland. This position is located in the Clerk's Office in Burlington with occasional travel to the Rutland divisional office. The incumbent will be responsible for the procurement and acquisition of goods and services for two court units (district and bankruptcy) and five judicial chambers. Duties also include the management of tenant alteration construction projects. This is an outstanding opportunity to work in a professional, team-oriented environment with a staff committed to delivering high-quality service on behalf of the federal Judiciary.

The incumbent must meet all educational and training requirements for the judiciary's Contracting Officer Certification Program (COCP) and become certified with Level 1 (Government Purchase Card), Level 2 (Contract Court Interpreter), and Level 3 (Contracting Officer) authority within one year. The Procurement Administrator reports to the Clerk of Court who exercises management control and supervision as the Procurement Liaison.

### **DUTIES AND RESPONSIBILITIES:**

Procures equipment, furniture, durable goods, information technology items, miscellaneous supplies and services from governmental and non-governmental sources adhering to required procurement regulations, including a competitive bidding process, when required, or existing, authorized governmental contracts.

Prepares purchase orders and blanket purchase agreements using automated systems. When certified, obligates funds within authorized limits. Maintains accounting records of functional budget allotments. Makes recommendations for intra-fund transfers involving the Court's operating budget. De-obligates funds, when required. Functions as the District's credit card purchasing agent. Processes statements and invoices submitted for payment on authorized contracts using automated systems. Administers the District's contract interpreter program.

Assists in the development of the Clerk's Office annual budget. Forecasts operating needs and operating costs required for court operation. Participates in procurement planning activities. Conducts market surveys involving the purchasing and acquisition process.

Contracts for the maintenance and repair of equipment, furniture and furnishings or other required services. In conjunction with management, oversees and manages local tenant alteration projects within authority as delegated.

Travels to other court locations; requires the ability to regularly lift boxes/items and move furniture and equipment; performs other duties as assigned by management.

### **Minimum Qualifications:**

General Experience: The candidate must be a high school graduate (or equivalent) and possess two years of general experience. General experience is progressively responsible experience which provides evidence the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate effectively with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

Specialized Experience: The candidate must possess, as a minimum, two years of progressively responsible administrative, procurement, and/or accounting experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment. Such experience is commonly encountered in accounting firms, banking and credit firms, educational institutions, government organizations, insurance companies, and corporate headquarters. The experience ideally will involve and include knowledge and experience with procurement and purchasing systems including contracting and marketing practices.

### **Desirable Qualifications / Court Preferred Skills:**

Direct experience with governmental purchasing, procurement, acquisition or contracting duties, especially within the Executive or Judicial branches of government. Experience in working with automated purchasing, budgeting or procurement acquisition systems. Excellent communication skills and the ability to work harmoniously in a team-oriented environment. An undergraduate degree in a related field such as business, accounting, marketing or finance.

### **Experience and Educational Substitutions:**

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of experience. Note: Education may not be substituted for specialized experience because this position requires hands-on experience to be credited as specialized experience.

**Benefits:**

Judiciary employees are not classified under Civil Service but are entitled to similar benefits. These include the Federal Employees Retirement System (FERS); Thrift Savings Plan; health, life, and disability insurance programs; flexible spending accounts; 10 paid holidays per year and a graduated leave plan; and periodic pay increases contingent upon funding and performance. Judiciary employees serve under “Excepted Appointment” and are considered “At-Will” employees.

**Application Process:**

Qualified applicants should submit a cover letter, resume, and completed [Application for Employment \(AO-78\)](#) to:

By email: HR@vtd.uscourts.gov  
Subject: Procurement Administrator Position

The U.S. District Court is an Equal Opportunity Employer. The court reserves the right to withdraw the job announcement without prior notice. Only applicants selected for interviews will be contacted. Applicants must be a U.S. citizen or be eligible to work in the United States. Travel and/or relocation expenses are the responsibility of the applicant. The successful applicant will be subject to a background check and subsequent favorable suitability determination as a condition of employment. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. All appointments are subject to mandatory Direct Deposit.