



U. S. BANKRUPTCY COURT WESTERN DISTRICT OF MICHIGAN

VACANCY ANNOUNCEMENT 21-01

PROCUREMENT AND FACILITIES SPECIALIST

Opening Date: July 23, 2021

Closing Date: August 13, 2021 or until filled

Location: Grand Rapids, MI

Salary Range: CL-26 to CL-27 (47,071 - \$84,059), Depending on qualifications, education, experience, and salary history. Promotion potential to CL 27 without competition upon meeting qualification requirements, successful performance appraisal and availability of court funding.

Summary: Join the United States Bankruptcy Court's highly recognized team of energetic, career-minded professionals! The United States Bankruptcy Court for the Western District of Michigan is accepting applications for the full-time position of Procurement and Facilities Specialist. The office of the Clerk offers an opportunity for self-motivated individuals with excellent interpersonal, and analytical skills to launch or continue a career in public service. Our fast-paced environment consists of challenging and rewarding work, flexible schedules, teleworking, training opportunities and the potential for advancement.

The Procurement and Facilities Specialist performs and coordinates administrative, technical, and professional work related to ensuring that our court unit is supplied with materials, equipment and services required to function optimally, including ensuring compliance with the appropriate guidelines, policies, and approved internal controls. The incumbent is also responsible for a variety of duties in the areas of space and facilities, property and records management, and provides assistance to all areas of the administrative department as needed.

Required Minimum Qualifications:

- High School Diploma or equivalent
- Demonstrate sound judgement, strong communication skills, and the ability to analyze problems and assess the practical implications of alternate solutions.
- Ability to maintain confidentiality.
- Be detail oriented with strong organizational skills.

- Possess excellent Customer Service skills.

Preferred Qualifications:

- Government Purchasing experience.
 - Knowledge of the accounts, procedures, and applicable financial automated systems of the judiciary.
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Representative Duties:

- Design space and furniture floor plan layouts for chambers and clerk's office space. Provide recommendations for interior decorating, design, color, and finishes.
 - Meet with chambers and clerk's office staff to coordinate moves. Obtain vendor security clearances for all deliveries and moves. Supervise and oversee all moves and furniture installation projects.
 - Prepare or obtain drawings and specifications for projects, as needed.
 - 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 determine the 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 Policy* and related procurement practices and procedures. Adhere to the court unit's internal control procedures.
 - Review, evaluate, verify, and process invoices and prepare payment requests.
 - Research and evaluate suppliers based on price, quality, selection, service, support, 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.
 - Negotiate with vendors of 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.
 - Contract for maintenance and repair of equipment and furniture as needed.
 - Prepare, submit, and manage completion of Reimbursable Work Authorizations (RWAs) to the General Services Administration (GSA).
 - Perform critical administrative or back-up duties for the administrative department.
 - Work closely with the Clerk, Chief Deputy Clerk, and Financial Administrator in managing project budgets and ensuring funds are timely obligated for expenditures.
 - Occasional travel throughout the District.
 - Perform other duties as assigned.
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Grand Rapids, Michigan: The Clerk's office of the United States Bankruptcy Court for the Western District of Michigan is located in Grand Rapids. Courthouses are also located in Lansing, Kalamazoo, Traverse City and Marquette.

Grand Rapids is the second largest metropolitan area in Michigan and features thriving sports, arts, and outdoor recreation opportunities. It is a short drive from Lake Michigan and includes many lakes, trails, and parks. It is home to professional basketball, baseball, and hockey teams. Grand Rapids is home to a symphony orchestra, professional ballet company and several local theater companies. In addition, there are two large and several smaller entertainment venues that regularly feature some of the most popular acts in music, comedy and more.

Compensation: Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours) equals one year of general experience. This position does not carry the tenure rights of positions in the competitive civil service.

- To qualify for CL-26, the candidate must possess a minimum of 1-year specialized experience at or equivalent to CL 25.
- To qualify for CL-27, the candidate must possess a minimum of 2-years specialized experience, including one year of experience at or equivalent to CL 26.
- Specialized experience is progressively responsible purchasing and facilities experience that provided knowledge of the rules, regulations, practices and principles of procurement and facilities management; and involved the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets or databases; or completion of the requirements of a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:
 - An overall "B" grade point average equaling 2.90 or better of a possible 4.0.
 - Standing in the upper third of the class.
 - 3.5 average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology.
 - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College honor Societies, other than Freshman Honor Societies; or
 - Completion of one academic year (18 semester or 27 quarter hours) or graduate study in an accredited university in business or public administration, or other closely related field

Benefits: Telework, compressed, and alternative work schedules are available following completion of training and with management approval.

Federal benefits include paid vacation and sick leave, 11 paid holidays, retirement benefits, and a 401 (k) styled program called the Thrift Savings Plan (TSP), with government match of up to 5%. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, a flexible benefits program which includes dependent care and/or healthcare reimbursement, commuter benefits and Federal Occupational Health (FOH)/Employee Assistance Programs (EAP). Electronic Fund Transfer (EFT) for payroll deposit is required.

Conditions of Employment: Judiciary employees serve under “excepted appointments” and are considered “at-will” employees. Applicants 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 8 U.S.C. §1324b(a)(3)(B).

The U.S. Bankruptcy Court requires employees to adhere to a *Code of Ethics and Conduct* which is available to applicants to review upon request.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation as well as a check of financial credit records.

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, any of which may occur without any prior written or other notice.

Application Procedure: Qualified candidates should submit a single pdf document that includes a cover letter, resume, three references with contact information, and a Form AO-78 - Application for Judicial Branch Employment (available on the court’s website at www.miwb.uscourts.gov) to MIWB_HR@miwb.uscourts.gov.

The United States Bankruptcy Court for the Western District of Michigan is an Equal Opportunity Employer and values diversity in the workplace.