



Career Opportunity Procurement Administrator

DETROIT, MI – Classification Level 28 / GS 12 - 16DA1

OVERVIEW The procurement administrator ensures that the court is supplied with the materials, equipment, and services required to function effectively. Tasks involve advanced procurement activities which include working with complicated specifications, negotiating service contracts, and preparing significant purchase orders. The incumbent also serves as back up to the financial administrator and reports to the administrative manager. The Clerk's Office of the United States Bankruptcy Court for the Eastern District of Michigan serves the eastern half of the lower peninsula and has about 60 employees who support six federal bankruptcy judges. Offices are located in Detroit, Flint and Bay City.

Representative duties: assess purchasing requests to ensure compliance with federal procurement policies and the availability of local funds; prepare specifications, solicitations, and proposals; procure supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts; review and negotiate competitive bids from vendors and contractors; coordinate supply and delivery with vendors; monitor contract performance to ensure compliance with contracted obligations; resolve issues and conflicts; process invoices and prepare payments; maintain contracting officer certifications; identify vendors and sources of supply for goods and services; and serve as back up to the court's financial administrator.

EXPERIENCE REQUIRED To meet the minimum requirements, applicants MUST have:

- A) At least two years of progressively responsible procurement work experience with one year equivalent to work at grade level GS/JS 11 or CL27 **OR**
- B) A business-related masters degree or two years of business-related graduate study in an accredited university

This position requires strong analytical skills, an exceptional customer service attitude, and excellent communication skills along with a work history that demonstrates effective problem solving skills and attention to detail. An ability to follow through on projects and meet established goals and deadlines is required. The ideal applicant must have the ability to effectively manage projects that involve multiple components.

Previous work experience in federal government procurement is desirable. An academic degree in a related field is preferred.

CONDITIONS OF EMPLOYMENT This position is classified as "high sensitive." Employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter. Continued employment will depend upon the successful completion and favorable determinations based on investigation results. Applicants must be US citizens or be eligible to work for the federal government. Employees of the Federal Judiciary are hired as "excepted service" appointments and are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request.

TO APPLY Please download an Application for Judicial Branch Employment from the court's website at www.mieb.uscourts.gov (Home Page >Court Info >Employment Opportunities). Qualified applicants should submit the completed application AND a resume via e-mail before **5PM ET on September 27, 2016** to :

MIEBJobs@mieb.uscourts.gov. Send documents in PDF format (no ZIP files). Only those applicants selected for interview will be contacted. The court will not reimburse an applicant for interview related expenses.



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All appointments subject to mandatory electronic funds transfer