



**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF MISSISSIPPI
Vacancy Announcement 16-03**

Position: Budget & Procurement Specialist

Location: Jackson, MS

Opening Date: January 28, 2016

Closing Date: Open Until Filled - applications received by February 12, 2016 will receive priority

Classification Level/Salary Range: CPS CL 28 (\$56,797-\$71,012) Salary is based on experience and qualifications in accordance with the Court Personnel System.

Job Summary:

This position is located in the U.S. Probation/Pretrial Services Office in the Southern District of Mississippi. The Budget & Procurement Specialist provides a variety of services essential to the direction and operation of the court unit.

Representative Duties:

Maintains 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. Track expenditures.

Manages the contract process for procuring aftercare treatment services and monitors services delivered by contract agencies and service providers. Works closely with the court unit executive and probation officer specialist (DATS) in soliciting, negotiating, awarding and monitoring contracts with agencies providing aftercare treatment services. Awards bids based on rules of procurement outlined in the *Simplified Procurement Procedures for Treatment Services*.

Works closely with contract agencies and service providers to ensure compliance with the national contract. Extends technical assistance to contract agencies and service providers in areas such as program management and operative procedures.

Conducts regular monitoring visits of contract agencies and service providers as provided in the national policy and to ensure compliance with contractual agreements.

Conducts reviews of and provides input related to the funding of aftercare programs. Analyzes travel and procurement spending trends and makes budget and spending recommendations during fiscal year budget planning meetings.

Manages procurement activities. Conducts meetings and interviews with vendors, contractors, or their representatives, to facilitate the procurement process. Obtains contracts for services, equipment, and furniture, negotiating costs, securing competitive bids and awarding contracts based on cost effectiveness. Plans and coordinates time and delivery of purchases.

Collects, reviews, audits and analyzes data and information related to requests for goods and services to ensure compliance with budget requirements. Makes recommendations to court unit executive to enhance efficient use of and ensure good stewardship of government resources.

Analyzes and interprets Administrative Office directives related to Space and Facilities, Procurement, Travel, ensuring adherence to *The Guide to Judiciary Policy* and *Judiciary Procurement Program Procedures* regarding procurement practices, and to the court unit's *Internal Control Procedures*, the *U.S. Court Design Guide* and the *Procurement Integrity Agreement*.

Manages space and facilities projects. Recommend cyclical replacement of accountable property.

Creates move coordination plans which includes arranging office relocations, moves, repairs, and renovations, etc., and arranges for moves of equipment and furniture.

Prepares Reimbursable Work Authorizations (RWA) and appropriate correspondence for new existing or renovated space and facilities and submits to GSA for approval. Verify RWA charges and authorize payment. Prepares purchase orders and payment authorization in automated system.

Coordinates routine and cyclical building maintenance, repairs and renovations and security system installations with the U. S. Marshal's Service, the General Services Administration, or others, as applicable. Maintains database of all cyclical maintenance.

Assist with preparing the overall budget plan for a decentralized budgeting environment. Performs data analysis and conducts modeling based on different scenarios. Recommend reprogramming actions to cover projected shortfalls.

Analyzes and reviews local travel procedures and makes recommendations to the court unit executive to maintain compliance with the travel regulations contained in *The Guide to Judiciary Policy*.

Prepares travel authorizations for staff for the approval by the court unit executive. Assists unit executives and other staff with travel arrangements and itineraries.

Maintains records of travel expenditures, coordinates data collection and maintains effective communication with the court disbursing office to ensure that travel claims are processed timely. Prepares periodic travel reports for the court unit executive and Chief Judge.

Provides support and backup duties to the Administrative Manager.

Performs other duties as assigned by the Court Unit Executive.

Education/Experience:

Masters Degree in accounting or business required. Two years specialized experience preferred. Specialized experience is defined as progressively responsible employment in the financial or business field utilizing rules, regulations, practices and principles of financial administration and/or accounting, and involves the routine use of automated financial and accounting systems or other computer based system and applications such as word processing, spreadsheets or databases. The applicant must have a positive attitude, deliver excellent customer service, and be detail oriented. Strong analytical skills, excellent organizational skills, willingness to learn and participate in a team environment, ability to respond to requests on short notice, and the ability to manage multiple tasks are essential.

Conditions of Employment:

Applicants must be U. S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal records checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. The position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

Benefits:

Employees of the U. S. Courts are not classified under civil service; however, they are entitled to the same benefits as other federal employees: These include:

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Mandatory participation in the Federal Employees Retirement System
- Optional participation in the Thrift Savings Plan
- Optional long-term care insurance
- Optional participation in the Flexible Benefit Program

Application Information:

Applicants must submit (1) a resume and (2) a cover letter which addresses qualifications, skills, and experience necessary to perform the duties. The documents may be sent by e-mail to Jobs@mssp.uscourts.gov listing Vacancy 16-03 in the subject line. E-mailed documents must be in PDF format. The position is open until filled, applications received by February 12, 2016 will receive priority. Only applicants selected for an interview will be notified.

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