

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS**

**Position: Procurement & Facilities  
Manager**

Announcement Number: 2022-3

Location: Tyler, Texas

Salary Range:

CL 28 (\$63,467 - \$103,208)

CL 29 (\$75,493 - \$122,693)

CL 30 (\$89,210 - \$144,986)

depending on qualifications



U.S. District Court, TXED

Human Resources

211 W. Ferguson Street

Tyler, Texas 75702

Opening Date: January 14, 2022

Closing Date: Open until filled

**NOTICE OF VACANCY**

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The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a motivated and experienced individual to serve as a **Procurement & Facilities Manager**. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

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**POSITION OVERVIEW:**

The Procurement & Facilities Manager reports directly to the Clerk of Court and is responsible for all procurement functions for the District Court and Clerk's Office. The incumbent is also responsible for overseeing the space and facilities in which the District Court and Clerk's Office are tenants. The Procurement & Facilities Manager is a working manager capable of performing all aspects of court procurement and facilities management. Additionally, the Procurement & Facilities Manager directs staff who are responsible for completing procurement and facilities work timely and in compliance with appropriate guidelines, policies, regulations, and internal controls.

**PRIMARY DUTIES:**

- Oversee and manage all purchasing activities and coordinate supply and delivery of items from vendors. Assess requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies and requested items and services will appropriately meet court needs. Ensure required negotiation for any contract is performed under the guidance of the Procurement Management Division. Prepare procurement packets and payment vouchers in compliance with the *Guide to Judiciary Policy*. Provide appropriate justification when recommending cyclical replacement of accountable property.
- Prepare specifications, solicitations, and requests for quotes/proposals that are thorough, accurate, and in compliance. Research and evaluate vendors and products based on price, quality, selection, service, support, reliability, production, and history. Specifications, solicitations, and requests for quotes/proposals are developed in compliance with policies and procedures and meet established preparation deadlines.

- Manage, develop, and mentor support staff involved in court property and procurement activities, and in facilities management activities, including establishing standards, assigning and reviewing work, evaluating performance, and handling disciplinary actions. Oversee the daily operation of the department. Establish work procedures, conduct staff meetings, provide information and delegate work fairly and consistently. Oversee work products and processes and provide guidance as required. Ensure employees receive process and procedural systems training.
- Maintain a system of “separation of duties” for the department and ensure adherence. Identify department functions requiring improvement and implement appropriate best practices.
- Contract services of court reporters and interpreters.
- Perform ongoing and cyclical inventory control using the Judiciary Inventory Control System (JICS).
- Comply with the *Guide to Judiciary Policy*, applicable Administrative Office policies and procedures, internal controls guidelines, procurement procedures, policies, and practices.
- Abide by the *Code of Conduct for Judicial Employees*. Demonstrate sound ethics and good judgment at all times. Display a careful and deliberate approach in handling confidential information in a variety of contexts.
- Understand and coordinate procurement functions as they relate to the court’s budget to meet organizational needs and requirements. Review and maintain unliquidated obligations.
- Establish and monitor programs which implement effective quality control techniques. Organize work processes to optimize the use of court resources. Use statistical reports to monitor procurement activities and status and take appropriate action.
- Communicate clearly and effectively, both orally and in writing, to explain complex and sensitive procurement and space and building concepts to individuals and groups with varying experience and backgrounds. Interact with judges, staff, federal agencies, and vendors to provide exceptional customer service and resolve difficulties while complying with regulations, rules, and procedures.
- Manage the design and renovation process, to include review of drawings, specifications, schedules, cost estimates, and other documents to ensure compliance with general project integrity, conformity, and quality. Ensure that court requirements are met by the General Services Administration (GSA) and contractors in accordance with the *U.S. Courts Design Guide* and applicable judiciary and court policies.
- Provide technical advice and recommendations to judges and unit executives to assist in defining court design, construction, or renovation needs. Direct and assume responsibility for all phases of renovation and alteration projects, including oversight of design and construction aspects through project close-out stages.
- Participate in and coordinate construction and alteration planning.
- Act as the court’s liaison with GSA and contractors. Ensure the completeness and timeliness of project delivery. Make recommendations or determinations regarding deviations from schedule and actions which alter operational characteristics of the project. Ensure project security issues are coordinated with the U.S. Marshals Service as they relate to court space and security.
- Plan, coordinate and manage events such as investitures, annual bench bar meetings, judges’ meetings, annual Clerk’s Office meetings, and retirement and portrait hanging ceremonies.
- Work collaboratively with department managers and deputies in charge to advance organizational goals and objectives.

### **QUALIFICATIONS:**

- A bachelor’s degree in accounting, finance, business administration, economics or a related field is required. Significant experience in finance, accounting, procurement or facilities

management may be substituted for a bachelor's degree.

- The ideal candidate will have five or more years' experience successfully managing team members in a related field.
- Must be customer service-oriented, self-motivated, professional, and demonstrate excellent communication and interpersonal skills.
- Ability to exercise sound ethics and mature judgment, maintain confidentiality and interact professionally and tactfully with a wide variety of persons. Ability to maintain confidentiality, protect sensitive information, and exercise discretion.
- Highly organized individual. Ability to be flexible and adapt to unanticipated needs and challenges and to manage multiple tasks, projects and priorities, often with deadlines.
- Demonstrated ability to exhibit the quality of judgment and temperament required of an officer of the judiciary, as indicated by integrity, trustworthiness, and character.
- Excellent analytical, problem solving, critical thinking and research skills. Accuracy and attention to detail is essential.
- Occasional district wide travel as needed.
- Proficient in using technology, including the use of various software programs and applications. Must be experienced with Adobe Acrobat and Microsoft Office including Word and Excel.

### **BENEFITS AND HIRING POLICIES:**

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "at-will" employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, the Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Thrift Savings Plan (similar to a 401k plan with employer matching contributions), paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

### **CONDITIONS OF EMPLOYMENT:**

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

### **HOW TO APPLY:**

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager  
William M. Steger Federal Building and United States Courthouse

211 West Ferguson Street, Room 106  
Tyler, Texas 75702

An application form can be obtained on our web page at: <http://www.txed.uscourts.gov/>. All documents should be submitted as a **single pdf** with the reference number (2022-3 Procurement & Facilities Manager) in the subject line via e-mail to: [hr@txed.uscourts.gov](mailto:hr@txed.uscourts.gov).

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

*The United States District Court Is an Equal Opportunity Employer.*