

POSITION ANNOUNCEMENT 21-01
PROPERTY AND PROCUREMENT ADMINISTRATOR

Office of the Federal Public Defender
Western District of Texas (SAN ANTONIO)

THE FEDERAL PUBLIC DEFENDER for the Western District of Texas is accepting applications for the position of Property and Procurement Administrator, to be stationed in the San Antonio office. The Federal Public Defender operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters by appointment from the court to individuals unable to afford counsel.

Requirements. To qualify for the position of Property and Procurement Administrator, a person must be a college graduate with five years of work experience, two of which should be specialized experience with progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in dealing with others in person-to-person work relationships; the ability to exercise mature judgment; knowledge of the basic concepts, principles, and theories of property and procurement management; the ability to understand the managerial policies applicable to the FDO; excellent written and verbal communications skills; and experience with automated systems. A bachelor's degree is required, preferably with a concentration in accounting. Experience in accounting and/or government procurement is preferred, and the ability to work well with others in a team-based approach. This position is classified as "high sensitive," and employment will be considered provisional pending the successful completion of an initial 10-year background investigation with updates performed every five years thereafter.

Duties. Act as the agency's primary Contracting Officer. The Contracting Officer handles a variety of administrative matters, which often involve multi-tasking and short deadlines. The Contracting Officer performs and manages all aspects of procurement, including oversight to ensure adherence to federal and local financial procurement practices and procedures. The Contracting Officer checks for accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies. The position requires the ability to research and evaluate suppliers based on price, quality, service, support, availability, and reliability. The Contracting Officer obtains and reviews competitive bids, quotes, and proposals from vendors, and coordinates with selected vendors on supply and delivery of purchased items. The Contracting Officer also evaluates and monitors contract performance to ensure compliance with contracted obligations. As part of the procurement process, the Contracting Officer purchases supplies, equipment, and services from governmental and non-governmental sources through new contracts, competitive bids, or existing government contracts. The Contracting Officer will perform other duties as assigned. Some travel is required. The full Position Qualifications Statement and Position Description is available for inspection in this office.

Salary and Benefits. The starting salary will be commensurate with the experience and qualifications of the applicant within a range of \$53,279 (JSP-9, Step 1) to \$77,263 (JSP-12, Step 1) per annum. The salary of the successful applicant will be commensurate with the person's qualifications and experience. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position does offer federal government employee benefits, including health and life insurance programs, retirement, and the Thrift Savings Plan. Salary is payable only by Electronic Funds Transfer (direct deposit).

How to Apply. Qualified persons may apply by submitting a letter of interest (mentioning announcement number 21-01), a résumé, and a list of three business references to: Maureen Scott Franco, Federal Public Defender, Western District of Texas, 727 E. César E. Chávez Boulevard, Suite B-207, San Antonio, Texas 78206-1278. No electronically submitted applications will be considered. For applicants with disabilities, this organization provides reasonable accommodations, which are decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, contact Personnel Administrator, Victoria B. Longoria at (210) 472-6700. More than one position may be filled from this announcement. Position announced October 5, 2020 subject to the availability of funds; open until filled.

The Federal Public Defender is an equal-opportunity employer.