



# FEDERAL PUBLIC DEFENDER SOUTHERN DISTRICT OF OHIO

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## PROCUREMENT ADMINISTRATOR POSITION ANNOUNCEMENT 24-004

### THE OPPORTUNITY

The Office of the Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Procurement Administrator in its Columbus or Cincinnati Office.

The Procurement Administrator (PA) provides support to the Trial and Capital Habeas Units of the Office. This position is responsible for acting as the Office's primary Contracting Officer to ensure that the Office is supplied with the materials, equipment, and services required to represent our clients. The PA will ensure all procurement activities are in compliance with applicable guidelines, policies, and federal procurement and contracting requirements. This position performs financial transactions and maintains financial records and assists with internal control compliance, annual assessments, and cyclical audits. The PA works closely with the Federal Public Defender, Administrative Officer, Computer Systems Administrator, Administrative Assistants, and other supervisors.

### ABOUT US

The Office of the Federal Public Defender for the Southern District of Ohio provides the highest quality legal representation in criminal cases to persons who cannot afford to hire a private attorney. Through our Trial and Appellate Units, we represent people who have been accused of federal criminal offenses from the onset of their case, through the trial and appellate phases. Through our Capital Habeas Unit, we represent people sentenced to death in Ohio and around the country, through state and federal courts and all subsequent proceedings.

We utilize teams with interdisciplinary skill sets that ensure compassionate and comprehensive representation. We are attorneys, paralegals, investigators, office administrators, and information technology specialists who prioritize centering our representation around our clients and their needs.

### COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Our office values diversity, is committed to equity and inclusion, and works to foster a culture of mutual respect, collaboration, openness, and humility that honors the people we represent. We believe representation is better when members of the defense team have diverse backgrounds and experiences. We seek team members who share that belief and commitment. We embrace the unique contributions our employees can bring to the office because of their backgrounds, social identities, and lived experiences. We are interested in applicants' talent, intelligence, dedication, and persistence, and desire to see that all people are treated fairly and respectfully – no matter the allegation or circumstance. The FPD seeks applications from a diverse group of qualified individuals in terms of race, ethnicity, nation of origin, culture, sex, gender identity and expression, sexual identity, education, opinions, age, languages spoken, veteran status, disability, religion, and socioeconomic circumstance. We especially encourage applications from members of the BIPOC community, people who have been affected by the criminal legal system, and people from other underrepresented and historically marginalized groups.

**DUTIES & RESPONSIBILITIES:**

- Obtain and maintain contracting officer certifications through the Administrative Office of the U.S. Courts.
- Adhere to the Guide to Judiciary Policy regarding procurement program policies, procedures, practices, as well as local internal control procedures and separation of duty practices.
- Assess requests for goods and services, ensuring they are allowable under limitations, restrictions, and policies. Verify that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- 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; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Serve as a technical liaison between the contractor and the FPD office.
- Procure authorized supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Evaluate and monitor contract performance to ensure compliance with contracted obligations. Assist with clarifying contract requirements and resolving any conflicts.
- Review, evaluate, verify, and process invoices and prepare payment requests.
- Monitor open obligations reports and recommend appropriate actions for aging obligations.
- Assist in writing and/or revising operating procedures for procurement management.
- Monitor, coordinate, and react to day-to-day procurement issues.
- Assist the Custodial Officer with the master inventory listing of property and conduct inventory reconciliations.
- Other duties as requested.

**QUALIFICATIONS**

The most important qualification for any position in our office is a strong passion for helping those in need and a demonstrated willingness and ability to work collaboratively in a team environment dedicated to that goal.

**For this specific position, the applicant should have the following:**

They must have three years of experience with financial processing databases and be proficient in the use of Microsoft Office Suite (especially Excel, Outlook, and Teams). An applicant must have the ability to be flexible and adaptable to unexpected needs and problems; to manage multiple tasks and priorities, often with conflicting deadlines; to think critically and independently; to analyze problems and assess the practical implications of alternate solutions.

The ability to communicate information clearly and professionally with a variety of people, including executives, contractors, and FPD and court personnel is required. An applicant must have the ability to work effectively as a part of a team, assisting co-workers and demonstrating a willingness to complete a wide variety of tasks as needed. Similarly, excellent interpersonal skills, with the ability to build, motivate, and lead a team are required, as well as skill in applying existing or new principles in difficult or challenging situations.

**Preferred Qualifications:** The ability to research, interpret, and implement federal judiciary guidelines and policies regarding purchasing. In addition to Microsoft Office, proficiency with a wide range of technology, including SharePoint and Adobe Acrobat is also preferred. An applicant who is a self-starter, mature, highly organized, poised, and demonstrates initiative is highly preferred, as is an applicant with tact, good judgment, and the ability to always maintain a professional appearance and demeanor.

## **EXPERIENCE & EDUCATION**

To qualify for the PA position, an applicant must possess a high school diploma or equivalent. A Bachelor's degree from an accredited college or university in Financial Management, Public Administration, or other relevant field and/or prior experience working in the federal judiciary is strongly preferred.

## **SALARY & BENEFITS**

The salary of the successful applicant will be commensurate with the person's qualifications and years of experience. The starting annual salary for this position falls within a range under the Judicial Salary Plan from \$62,522 (Grade 9, Step 1) to \$117,866 (Grade 12, Step 10). Salary is payable only by Electronic Funds Transfer (direct deposit). The position offers federal employment benefits, including paid vacation, paid sick time, paid holidays, health insurance, life insurance, retirement plan, and participation in the Thrift Savings Plan (similar to a 401k). Part time teleworking is available, consistent with office policy, court obligations, and position duties.

## **HOW TO APPLY**

Qualified applicants should submit a letter of interest, resume, and three professional references, in PDF format, to [OHS\\_employment@fd.org](mailto:OHS_employment@fd.org). Applications for this position will be accepted until Monday, April 15, 2024.

## **CONDITIONS OF EMPLOYMENT**

The Federal Public Defender, a branch of the U.S. Courts, operates under the authority of the Criminal Justice Act, 18 U.S.C. 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI fingerprint check. A reliable vehicle and a valid driver's license are required, as some local travel will be necessary. Employees of the Federal Defender are members of the judicial branch of government; they are considered 'at will' and can be terminated with or without cause.

***The Federal Public Defender for the Southern District of Ohio is an equal opportunity employer. We are an inclusive office and seek applications from a diverse group of qualified individuals. We provide reasonable accommodations for applicants with disabilities.***