

**POSITION ANNOUNCEMENT 26-28**  
**NATIONAL INFORMATION TECHNOLOGY OPERATIONS AND APPLICATIONS DEVELOPMENT**  
**PROPERTY AND PROCUREMENT ADMINISTRATOR**

Office of the Federal Public Defender  
Western District of Texas (San Antonio)

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**THE FEDERAL PUBLIC DEFENDER**, Western District of Texas is accepting applications for the position of Property and Procurement Administrator, National Information Technology Operations and Applications Development (NITOAD), in San Antonio, Texas. The NITOAD branch supports the federal defender program's staffed offices delivering critical IT services to 204 locations throughout the continental United States, Alaska, Hawaii, Puerto Rico, the Virgin Islands, and Guam. The federal defender program 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 NITOAD Property and Procurement Administrator, a person must be a high school graduate or equivalent, and have at least three years of general experience, and three years of specialized experience. Some higher education may be substituted for experience. A bachelor's degree is preferred. Must have excellent organizational skills, excellent written and oral communication skills, and proficiency with Microsoft Excel and Word. Demonstrated ability to interpret policies, exercise sound judgement, and recommend practical solutions. Must be able to work independently, take initiative, and multitask between different roles within a fast-paced office environment. Able to lift and/or move up to 25 pounds. Applicants must be U.S. citizens or be eligible to work for the federal government.

This is a public trust position requiring a successful 10-year background investigation, with periodic reinvestigations every five years thereafter. Employment will be considered provisional pending successful completion of the initial 10-year background investigation and a favorable suitability determination.

**Duties.** This position provides administrative and financial oversight for NITOAD operations, ensuring effective management of IT procurement, contracts, and asset inventory. The position will work closely with the NITOAD Supervisory Administrative Assistant to prepare and manage the budget for IT expenditures while ensuring adherence to applicable judiciary policies and procedures. Additionally, this position will work with staff from the Defender Services Office in the development of funding requests including supporting documentation. The Property and Procurement Administrator will also:

- Manage IT expenditures including professional services contracts.
- Develop and maintain expenditure spreadsheets comparing contract obligations with billed costs.
- Forecast future year budgets based on existing contracts, develop acquisition plans for each contract action.
- Recommend reprogramming actions between budget classifications and categories, as necessary.
- Maintain a comprehensive inventory of contracts including period of performance dates.
- Monitor and maintain inventory of all physical IT equipment, coordinate disposal of assets.
- Prepare and review purchase requisitions, contract modifications and invoice payment documents.
- Prepare shipment and receiving documents for both general office items and large-scale IT equipment.
- Perform all other duties as assigned.

**Salary and Benefits.** The starting salary of a Property and Procurement Administrator will be commensurate with the experience and qualifications of the applicant, within a range from JSP-11, Step 1, to JSP-13, Step 1, and currently yielding \$75,776 to \$108,001 per annum. The position is in the excepted service and does not carry the tenure rights of the competitive Civil Service. The position offers 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 people may apply by sending a letter of interest addressed to Federal Public Defender Maureen Scott Franco (mentioning announcement number 26-28), a résumé, and three professional references. Experience should be described in detail. Send all required documents in a single PDF document named with applicant's "last name, first name-Announcement 26-28 Property and Procurement Administrator" by email to [NITOAD\\_Admin@fd.org](mailto:NITOAD_Admin@fd.org). Electronic submissions sent directly to the Defender will not be considered. For applicants with disabilities, this organization provides reasonable accommodation, which is decided on a case-by-case basis. To request reasonable accommodation for any part of the application or interview process, contact personnel administrator Victoria B. Longoria at (210) 981-2081. Position announced April 2, 2026, subject to the availability of funds; open until filled.

*The Federal Public Defender is an equal-opportunity employer.*