

POSITION ANNOUNCEMENT 23-14
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 have five years of work experience, two of which should be specialized experience with administrative, technical, or professional work that provided an opportunity to gain skill in dealing with others in person-to-person work relationships. Candidates must have:

- 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 office of the Federal Defender.
- excellent written and verbal communication skills.
- experience with automated accounting systems.
- the ability to work well with others in a team-based approach.

Accounting and/or government procurement experience is preferred. A bachelor's degree with a concentration in accounting or business administration is preferred. The selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter. Employment will be considered provisional pending the initial ten-year background investigation. Continued employment will depend upon favorable determinations from that investigation.

Applicants must be US citizens or be authorized to be employed by the federal government. Employment also requires a person be fully vaccinated for COVID-19 and provide proof of such prior to entrance on duty.

Duties. A property and procurement administrator acts as a contracting officer for the agency. The contracting officer handles a wide range of administrative matters. Regular responsibilities include:

- performing and managing all aspects of procurement, including maintaining proficiency to federal and local financial procurement practices and procedures (leasing and contracting, inventory, budget reporting rules, and internal controls).
- checking the accuracy and completeness of data, quality of service, compliance with internal controls, government requirements, regulations, and policies.
- researching and evaluating suppliers based on price, quality, service, support, availability, and reliability.
- obtaining and reviewing competitive bids, quotes, and proposals from vendors, and coordinating with selected vendors on supply and delivery of purchased items.
- evaluating and monitoring contract performance to ensure compliance with contracted obligations.
- purchasing supplies, equipment, and services from governmental and non-governmental sources through new contracts, competitive bids, or existing government contracts.
- preparing and reviewing invoices and travel vouchers for timely payment, ensuring accuracy and compliance with government regulations.
- performing other duties as assigned.

The full position qualifications statement with position description is available upon request. Some travel is required.

Salary and Benefits. The starting salary will be commensurate with the experience and qualifications of the applicant within a range of \$57,853 (JSP-9, Step 1) to \$83,897 (JSP-12, Step 1) per annum. 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 23-14), a résumé, and three professional 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, or you may submit the required documents in a single PDF document named with applicant's "last name, first name -Announcement 23-14 Property and Procurement Admin," by email to TXW_Employment@fd.org. Electronic submissions sent directly to the Defender will not 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) 981-2081. More than one position may be filled from this announcement. Position announced March 1, 2023, subject to the availability of funds; open until filled.

The Federal Public Defender is an equal-opportunity employer.