

**UNITED STATES PROBATION & PRETRIAL
SERVICES OFFICE DISTRICT OF
MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Budget and Procurement Manager

POSITION TYPE: Full-Time Regular (FTR), Excepted Service

ANNOUNCEMENT #: USPO #20-12

LOCATION: Boston, MA

CLASSIFICATION LEVEL: CL 28-30 (\$68,234- \$156,064)*
* Starting salary depending on qualifications and experience.

OPENS: October 2, 2020 **CLOSES:** Open Until Filled
{Preference to those who apply by 10/23}

The U.S Probation & Pretrial Services Office for the U.S. District Court for the District of Massachusetts is seeking a qualified individual for the position of Budget and Procurement Manager. The Budget and Procurement Manager reports to the Chief United States Probation Officer. The incumbent provides substantial analysis, administration, advice, and oversight on budgetary and related matters. The incumbent is also responsible for the supervision of the budget and procurement specialist.

REPRESENTATIVE DUTIES/RESPONSIBILITIES:

- Responsible to the unit executive for the full range of review and analysis involved in the formulation, presentation, and execution of the unit's operating budget. Provide information concerning overall budget objectives to be achieved within the limits of funds provided by the Administrative Office of the United States Courts.
- Prepares regularly scheduled reports to the budget committee detailing obligations, expenditures, allotments, and spending projections. Keeps the unit executive apprised of ongoing budget guidance from the Administrative Office of the United States Courts.
- Develops and maintains spreadsheet formats for analyzing budgetary information.
- Responsible for interacting with budget officials outside the court unit for policy coordination and reconciliation of fiscal data, as necessary.
- Develops and monitors spending plans; submits reports to the Administrative Office of the United States Courts in an accurate and timely manner. Responsible for maintenance of filing system for budget and other related documents.
- Recommends and prepares both inter-fund and intra-fund reprogramming actions.

- Responsible for the financial management oversight of treatment services programs and makes regular budget presentations to the Treatment Services Committee on spending and projections.
- Supervises the unit's Procurement Specialist, delegates and prioritizes the individual's workload, documents performance and prepares performance evaluations, and ensures required training hours are met.
- Responsible to the unit executive for the office's Internal Controls Plan, to include internal audits.
- Coordinates with the Administrative Office of the United States Courts' cyclical audit team as the primary contact.
- Oversees the office's credit card program, both for travel and purchase. Reviews monthly reports to ensure appropriate spending and documents reviews.
- Responsible for administering the transit subsidy program and oversees the postage meter refill requirement.
- Other duties as assigned.

QUALIFICATION & EXPERIENCE:

A bachelor's degree from an accredited four-year college or university is required. A degree in the area of business administration, finance, or accounting is highly preferred.

The candidate must possess a minimum of three years of general experience to include progressively responsible experience that provides evidence that the applicant has a good understanding of the methods and administrative machinery for accomplishing the work of an organization; the ability to analyze problems and assess the practical implications of alternate solutions; the ability to communicate with others, orally and in writing; and the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

To qualify for the CL-28, the candidate must also possess a minimum of two years of specialized experience, one year of which must be equivalent to work at the CL-27.

To qualify for the CL-29, the candidate must also possess a minimum of two years of specialized experience, one year of which must be equivalent to work at the CL-28.

To qualify for the CL-30, the candidate must also possess a minimum of two years of specialized experience, one year of which must be equivalent to work at the CL-29.

Specialized experience includes progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees; the ability to exercise mature judgment; and the knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the Probation Office. In addition, the successful candidate must possess progressively responsible experience in at least one, but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided knowledge of the rules, regulations, and terminology of financial administration.

Procurement, budget and finance experience in the Federal Judiciary is preferred. This experience should include an in-depth body of knowledge of judicial policies, practices, regulations, and terminology related to court administration or finance.

Must have excellent interpersonal skills and be able to effectively communicate with staff to determine needs and maintain complete and accurate records and files. The ability to communicate effectively both verbally and in writing is critical.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines are essential.

Prior supervisory or management experience is preferred, but not required. Candidates should, at a minimum, be able to discuss management and staff development philosophies. The successful candidate must complete the FJC's New Supervisors' Development Program after appointment if he or she has not already completed it.

Preferred Qualifications:

1. Possess all certifications/training related to the procurement and/or procurement contracting officer (Levels 1, 2, and 3), as part of the AO's Contracting Officers Certification Program (COCP) or its equivalent.
2. Completion of the Managing a Court Budget training.
3. Completion of Appropriations Law for the U.S. Courts training.
4. Completion of Certifying Officer Accountability training.
5. At least (3) years of managerial experience in the U.S. Probation and Pretrial Services system.
6. A master's degree.

Benefits

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS), which includes the Thrift Savings Plan, a 401k style retirement savings program with employer matching and automatic contributions
- Health benefits under the Federal Employees Health Benefits Program (FEHB)
- Life insurance benefits under the Federal Employees Group Life Insurance Program (FEGLI)
- Flexible Benefits Program with Healthcare, Dependent Care, and Commuter/Parking Reimbursement Accounts
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Long Term Care Insurance options through the Office of Personnel Management (OPM)
- Transit Subsidy Program

APPLICATION PROCESS:

Submit all of the following documents together **as one single PDF**:

1. A letter of interest of no more than (1) page.
2. A current resume that includes the names and contact information for three (3) professional references and their current contact information;
3. A completed AO-78, Application for Federal Judicial Branch Employment;
4. Performance appraisals for the last two years;
5. Most recent SF-50.

Application packages will not be considered completed until ALL the items listed have been received by Human Resources. Submissions should be sent to:

**United States Probation & Pretrial Services Office
U.S. District Court, Massachusetts
Attn: Kristi Allard, Human Resources Director
Vacancy #20-12, Budget and Procurement Manager
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300 Boston,
MA 02210**

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #20-12, Budget and Procurement Manager** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov. The Application form (AO-78, version dated 02/20) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Selection Process

The most qualified applicants will be invited for one or more personal interviews with the court. Persons selected to interview will be required to travel to the interview location at their own expense. Relocation expenses may be authorized at the discretion of the Chief Judge, and with the approval of the Circuit.

Information For Applicants:

Employees of the U.S. District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

NO FAXES OR EMAIL PLEASE

EQUAL OPPORTUNITY EMPLOYER