

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

Vacancy #: CAFC-25-13

Posting Dates: Open until filled

Position Title: Procurement Supervisor

Grade/Salary: CL 28 (\$81,117 – \$131,826)
Promotion up to the CL 29 may occur without further posting or competition. Salary determined by qualifications and experience as outlined below under "Required Qualifications"

Position Location: U.S. Court of Appeals for the Federal Circuit
717 Madison Place, NW, Washington, DC 20439

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. For additional information about our court please [click here](#).

Position Overview

The Procurement Supervisor manages all procurement operations for the court while serving as a working supervisor who performs both supervisory duties and hands-on procurement work. The incumbent serves as the court's Senior Contracting Officer, supervises procurement staff, and personally handles complex acquisitions and high-value procurements. The position ensures compliance with appropriate guidelines, policies, and internal controls, and coordinates with other administrative managers and senior staff to ensure alignment of administrative support services across the court.

Representative duties are intended to illustrate the major duties and responsibilities that are performed by this position. Representative duties may be adjusted, and additional duties may be added, based on the operational needs of the court. Responsibilities of the Procurement Supervisor may include but will not be limited to:

- **Functional Management** – Manage, develop, and mentor staff involved in procurement activities including establishing standards, assigning, and reviewing work, evaluating performance, and handling disciplinary actions. As a working supervisor, the incumbent personally performs procurement work in addition to supervisory duties, including managing complex procurements, serving as the court's Senior Contracting Officer, and handling high-value acquisitions. Adjust priorities and deadlines, as needed, for the completion of goals and coordinate work schedules and coverage needs within functional areas of responsibility. Oversee work products and processes and provide guidance as required. Monitor and evaluate the quality of work, level of compliance, or staff activities within the section. Ensure employees receive process and procedural systems training, including initial, updated, or remedial training.

- Procurement Management – Manage the full acquisition lifecycle. Serve as the court's Senior Contracting Officer and review all major procurements for accuracy, ensuring the contracts for any purchase are timely recorded and include all necessary documentation in compliance with judiciary regulations and local policies. Develop and regularly maintain standard operating procedures for procurement and the receipt of goods and services. Supervise the procurement of supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts. Manage the court-wide obligations process to ensure that obligations are valid and accurate. Engage in the periodic, structured, and consistent review of unliquidated obligations in collaboration with the finance and budget staff. Appoint and oversee Contracting Officer's Representatives (CORs) for contracts requiring technical or program oversight. Ensure proper training for all contracting officers and contracting officer's representatives and that all contracting officers maintain current certification and continuing education requirements, including leading regular meetings of all staff with contracting responsibilities. Act as liaison between the court and the Procurement Management Division for the Administrative Office of the U.S. Courts.
- Contract and Vendor Management – Supervise the preparation of pre-award specifications, solicitations, requests for information, and proposals or quotations confirming that they are thorough, clear, and meet customer needs. Ensure procurement staff conducts thorough research and evaluates suppliers based on price, quality, selection, service, support, reliability, production, and history. Write and issue contracts, awards, and purchase orders. Record initial obligations, as well as upward and downward adjustments, ensuring that valid obligations are recorded and kept current. Maintain the documented process for ensuring that amounts reported as obligations are properly supported by documentary evidence. Evaluate and monitor contract performance, ensuring compliance with contracted obligations and the effective resolution of conflicts. Supervise the planning and coordination of delivery and installation for purchases with other court offices. Identify qualified vendors (suppliers) and maintain performance records.
- Coordination and Compliance – Work closely with senior court leadership and management to identify procurement needs, coordinate requirements, and develop acquisition strategies that support court operations. Proactively engage with internal stakeholders to understand upcoming needs, anticipate procurement challenges, and ensure timely delivery of goods and services. Coordinate with financial and budget staff to maintain proper separation of duties between procurement authorization and payment processing. Participate in monthly Administrative Leadership Team meetings led by the Circuit Executive to share information on procurement activities, pipeline needs, and cross-functional issues. Ensure monthly reconciliation of procurement and financial records. Maintain appropriate internal controls and ensure compliance with all judiciary procurement policies and regulations. Serve as primary liaison to senior management on procurement matters, providing regular updates on major acquisitions, vendor performance, and procurement trends.
- General Supervisory Responsibilities – Communicate and respond to requests from judges, chambers staff, and management about procurement activities. Communicate clearly and effectively, both orally and in writing, to explain complex financial management, budget, and acquisition concepts to individuals and groups with varying experience and backgrounds. Interact effectively with vendors and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures. Facilitate, mediate, and negotiate complex and sensitive matters with judges, senior court staff, court management and staff, while maintaining confidentiality. Develop, implement, and maintain written procedures for assigned functions. Comply with, and maintain awareness of, the *Guide to Judiciary Policy*, applicable Administrative Office of the U.S. Courts' policies and procedures, internal controls

guidelines, and all local policies and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment. Display a careful and deliberate approach in handling confidential information in a variety of contexts.

Required Qualifications

Education

A bachelor's or master's degree from an accredited college or university in accounting, finance, business management or similar fields of studies.

Specialized Experience

- **CL 28 (\$81,117 - \$131,826):** Candidates must possess at least three years of progressively responsible specialized experience that provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of procurement management such as supplier sourcing, contract management, purchase order management, and vendor relations management. At least one of the three years of experience must have been specialized experience in supervisory or managerial professional work in one or more of the functional areas of procurement management that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management. One year of specialized experience may be substituted by a master's degree in a related field.

Required Competencies

- Advanced knowledge of and professional experience in preparing requests for information, proposals, and quotations documents and the technical evaluation process.
- Demonstrated well-developed organizational and time-management skills and proven ability to prioritize multiple demands and meet established deadlines and commitments.
- Ability to work independently and to set priorities across multiple assignments, as well as to work cooperatively in a team environment.
- Demonstrated leadership skills as well as the ability to manage multiple priorities within strict deadlines in a fast-paced environment.
- Ability to maintain appropriate separation of duties and coordinate effectively with financial management staff.
- Strong understanding of internal controls and compliance requirements.
- Knowledge of and experience using SharePoint Online, Microsoft Office 365, and Adobe Acrobat.

Preferred Qualifications

- Federal government contracting experience, including procurements based on both best value and lowest price technically acceptable sourcing.
- Federal judiciary experience.
- At least one of the following designations:
 - Certified Federal Contracts Manager (CFCM)
 - Certified Commercial Contracts Manager (CCCM)
 - Certified Professional Contracts Manager (CPCM)

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make the candidate well qualified to fill this position.

2. Résumé outlining educational background, employment history, and other relevant information
3. Academic transcripts (official or unofficial)
4. Completion of the online AO-78, Federal Judicial Branch Application for Employment
5. Completion of the online testing modules

Once you have the cover letter, résumé, and academic transcripts (items 1, 2, and 3 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78 and online tests (items 4 and 5 above): <https://www.ondemandassessment.com/o/JB-WXO5L164C/landing?u=116354>.

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov. Applications submitted to this email address will not be reviewed.

Benefits Information

The candidate selected for this position will be eligible for a generous federal employee benefits package which includes:

- Paid vacation and sick leave, paid parental leave, and 11 paid federal holidays per year.
- Optional participation in Federal Employees Health Benefits plans (health, dental and vision); Federal Employees Group Life Insurance; Flexible Benefits Program.
- Public transportation subsidy, on-site fitness center, Employee Assistance Program (EAP).
- Participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan (up to 5% employer matched contributions).
- Public Service Loan Forgiveness program pursuant to the term of the ([PSLF](#)) program.

Additional Information

Only those applicants selected for an interview will be contacted. For in-person interviews, candidates must travel at their own expense. The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice.

The position will report to downtown Washington, DC; however, limited telework may be available on an ad hoc basis and/or according to agency policy. Employees of the United States Court of Appeals for the Federal Circuit are excepted service, at-will appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. Initial and continued appointment in this position is conditioned on a favorable moderate risk, five-year background investigation (renewed every five years). An unfavorable investigation at any point during employment may lead to removal. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U.S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

The U.S. Court of Appeals for the Federal Circuit is an Equal Opportunity Employer.