



**UNITED STATES PROBATION OFFICE
POSITION VACANCY ANNOUNCEMENT**

OPENS: 06/01/2020
CLOSES: Open Until Filled

POSITION TITLE: BUDGET & PROCUREMENT MANAGER
ANNOUNCEMENT NUMBER: FY206G3
LOCATION OF POSITION: Greensboro, NC
**CLASSIFICATION LEVEL/
SALARY RANGE:** CL-28 (\$61,360 to \$99,762)
CL-29 (\$72,975 to 118,613)

Classification Level and salary at time of appointment is dependent upon experience, qualifications, and salary history in accordance with the Court Personnel System. If appointed at CL-28, there is potential promotional opportunity to the next grade level up to CL-29 (based upon performance and available funds) without further competition.

The U. S. Probation Office is seeking a highly motivated and career-minded individual with a strong work ethic, unquestionable integrity, a positive attitude, and demonstrated experience serving in management-level finance roles. This key management position is located in our headquarters office in Greensboro. The Budget & Procurement Manager is responsible for all facets of finance and procurement, including supervision of 3 staff, two of whom work remotely. The manager will report directly to the Chief U.S. Probation Officer and has regular work responsibilities with the Deputy Chief and Assistant Deputy Chief U. S. Probation Officers.

The U. S. Probation Office in the Middle District of North Carolina has been certified as a great place to work. We offer a positive and professional work environment with significant work flexibility, a competitive salary range, and full federal benefits including pension and retirement matching. Our agency is currently comprised of 76 staff members and our district headquarters is located in Greensboro with divisional offices in Winston-Salem, Durham, Salisbury, and Rockingham.

Representative Duties:

- Manage, analyze, administer, and process the decentralized budget for the agency utilizing the Judiciary Integrated Financial System (JIFMS). Confer with the Chief to formulate, plan, and execute the annual budget and long-range budgetary plans.
- Serve as primary liaison to the Administrative Office of the U.S. Courts (AO) on matters pertaining to budget and procurement. Develop and revise the annual budget estimate for activities of the agency. Research, compile, and summarize data concerning individual budget object codes and prepare, in conjunction with the Chief, the annual spending plan.
- Conduct cost projections and create budget forecasts; monitor all funds; prepare financial and statistical summaries, detailed reports and Excel spreadsheets. Prepare periodic reports to be submitted to the Chief, staff and the AO. Prepare and submit reprogramming requests to the AO.
- Under the directive of the Chief, develop the initial annual spending plan and revise once the final fiscal year budget is approved. Monitor and track obligations and expenditures throughout the fiscal year. Verify that

obligations and expenditures occur in accordance with the Guide to Judiciary Policy. Recommend or take action on reprogramming between budget object codes when funds are needed to cover increases in obligations.

- Prepare and coordinate the preparation of financial appeals or supplemental requests as necessary.
- Develop and prepare periodic reports for the Chief showing the effect of personnel actions on the current year and future year personnel projected allotments. Provide a proactive level of financial reporting to the Chief and senior management for tracking personnel expenditures in accordance with the policies of the Budget and Finance Advisory Council (BFAC).
- Reconcile the Infoweb Pay Projection System (iPPS) with payroll records from the AO. Develop staffing scenarios within iPPS in a manner consistent with directives from the Chief.
- Oversee and supervise staff performing Level I, II and III procurement tasks. Coordinate the procurement, purchasing and requisition functions that include preparing complex specifications and solicitations; negotiating contracts; preparing purchase orders and Reimbursable Work Authorizations (RWA's); monitoring outstanding purchase obligations; and ensuring all procurement actions are in compliance with Judiciary procurement policy.
- Oversee and supervise staff performing accounts payable and travel reimbursement functions to ensure payments are proper, adequately documented, and comply with Judiciary policy.
- Oversee and supervise staff performing travel related duties that include booking airline reservations and assisting employees in preparing requests for reimbursement of travel expenses. Ensure all requests for reimbursement are submitted timely, include all required receipts and documentation, and are in compliance with Judiciary travel policy.
- Assume responsibility for the volume, quality and timely completion of all work performed by the finance staff. Conduct staff meetings to keep finance staff informed, identify performance and operational problems and develop appropriate solutions. Assure continuing staff development by planning, training, and increasing levels of responsibility in assignments.
- Develop and administer, along with the Chief, Deputy, and Assistant Deputy a system of internal controls to assure proper methods and procedures are followed in accordance with the Guide to Judiciary Policy. Oversee the maintenance of the Judiciary Integrated Financial Management System Internal Controls Evaluation (JIFMS ICE) program for the agency.
- Act in a leadership capacity by providing assistance and assessment of current office practices associated with the related fields of responsibility, and the corresponding AO policies and procedures. Provide input on formulation, assessment and implementation of necessary office practices, procedures, and policies.
- Assist the Chief and Deputy Chief with the oversight and coordination of internal audits. Act as a primary liaison with outside auditors.
- Serve as a member of the management team, recommending, establishing and implementing both short and long-term strategic initiatives for the agency. Effectively communicate budget status to the management team and various units throughout the district.
- Demonstrate and create an environment of teamwork, excellent customer service, and support for the agency and staff. Foster an effective level of communication and office morale among staff. Maintain confidentiality and interact tactfully with others, in and out of the court family.
- Perform other duties as assigned by the Chief and/or Deputy Chief.

Qualifications:

Supervisory positions are responsible for the administrative and technical supervision of employees who accomplish a particular function or functions on a day-to-day basis. These positions require a combination of technical experience related to the work being supervised and professional or supervisory experience related to leading a team of employees to accomplish the work of the unit.

To qualify for a supervisor position, an individual must have specialized experience that includes progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- a. Skill in developing the interpersonal work relationships needed to lead a team of employees;
- b. The ability to exercise mature judgment; and
- c. Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

To minimally qualify, candidates must possess the following:

- a bachelor's degree or master's degree from an accredited college or university in accounting, business administration, management, or related field with a concentration in accounting;
- To qualify at the CL-28 level, at least two years of specialized experience, including at least one year equivalent to work at the CL-27 level.
- To qualify at the CL-29 level, at least two years of specialized experience, including at least one year equivalent to work at the CL-28 level.

Optional Requirements for Placement at Step 2 To 25:

More than one year of specialized experience at or equivalent to the next lower level below the position for which the applicant is being considered is qualifying for placement at salary levels above minimum, up to and including step 25.

Court Preferred Skills:

The ideal candidate for the Budget & Procurement Manager position must possess:

- CPA or CPA eligible skills/training
- excellent oral and written communication skills;
- proven mastery in creating complex Excel spreadsheets for the purpose of analytical reporting and record keeping;
- ability to work in a diverse office environment with frequent interruptions;
- ability to maintain a professional and approachable disposition;
- U. S. Courts or federal government experience;
- professional experience that demonstrates a progressively responsible mastery of administrative, technical, professional, supervisory or managerial experience.

Required Clearances:

This is a high-sensitive position. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation including fingerprinting and a credit check. Every five years thereafter, he/she will be subject to an updated background investigation similar to the initial one.

Citizenship:

Applicant must be a U.S. citizen or a lawful permanent resident that is eligible to work in the U.S. and is either currently seeking U.S. citizenship or intends to become a U.S. citizen when eligible.

Employee Benefits:

United States Probation Office employees are Judicial Branch employees and are not covered by Office of Personnel Management (OPM) regulations. They are, however, entitled to the same benefits as other Federal employees. Some of these benefits are:

- Up to 13 days paid vacation per year for the first three years of employment; up to 20 days per year until the 15th year of service; thereafter, 26 days per year. Sick leave earned at four hours per pay period (13 days per year).
- Participation in the Federal Employees Retirement System and in a tax-deferred Thrift Savings Plan (TSP)--similar to a 401K plan.
- Voluntary participation in a Federal health insurance program, dental, and vision program.
- Voluntary participation in the Federal Employee's Group Life Insurance Program.
- Up to 10 paid holidays per year.
- Optional enrollment in long-term care insurance, Flexible Spending Accounts (FSAs) and commuter benefits program.
- Time-in-service with other Federal Agencies and prior military service will be taken into consideration in computing employee benefits.

Application Process:

To apply for this position, qualified candidates are **required** to email the following application materials as a single PDF attachment (one attachment) **in the following order**:

- A cover letter* addressed to Melissa Alexander, Chief U. S. Probation Officer (see instructions below)
- A current resume with salary history
- AO-78, Federal Judicial Branch Application for Employment, available at:
https://www.ncmp.uscourts.gov/sites/ncmp/files/AO_078Rev2020.doc
https://www.ncmp.uscourts.gov/sites/ncmp/files/AO_078Rev2020.pdf
- Last two annual performance appraisals
- Three professional references with contact information
- Separate memorandum describing your management philosophy
- Title the pdf document as follows: Last Name – First Name – FY206G3

*The cover letter should include: the vacancy announcement number, detailed information regarding your specialized experience in the areas of budget/finance, purchasing/procurement, and/or supervisory or managerial experience; why you are interested in the position; and what overall qualities and/or strengths you will bring to the position.

Failure to submit the required documents in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

E-mail to: HR@ncmp.uscourts.gov

Questions not answered within this vacancy announcement may be directed to Human Resources at 336-358-4219.

Only the most qualified candidates will be invited for interviews and only those interviewed will receive a response.

- * All employees (except Law Enforcement Officers) of the U. S. Probation Office are considered "at will" employees and, as such, can be terminated with or without cause by the Court.
- * The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.
- * This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

- * The office reserves the right to amend or withdraw any announcement without written notice to applicants.
- * Upon entrance-on-duty, the Budget & Procurement Manager's performance will be monitored closely during the first year of employment.
- * Preference will be given to applications received by June 15, 2020.

****THE UNITED STATES PROBATION OFFICE
FOR THE MIDDLE DISTRICT OF NORTH CAROLINA
IS AN EQUAL OPPORTUNITY EMPLOYER ****