



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
VACANCY ANNOUNCEMENT**

POSITION: Budget and Procurement Analyst
DUTY STATION: Baltimore, Maryland
(with frequent travel within the District)

OPENING DATE: June 19, 2014
CLOSING DATE: July 7, 2014*

SALARY: Based on Qualifications **
CL 26 = \$45,918 -- \$57,426 College degree plus one year of specialized experience **or**
three years of general experience plus two years of specialized experience
CL 27 = \$50,451 -- \$63,091 College degree plus two years of specialized experience **or**
three years of general experience plus three years of specialized experience
CL 28 = \$60,477 -- \$75,621 College degree plus three years of specialized experience **or**
three years of general experience plus four years of specialized experience

The Clerk is seeking qualified applicants for the position of Budget and Procurement Analyst. The Budget and Procurement Analyst will perform a wide variety of budget and procurement transactions. Budget and Procurement Analysts work independently to ensure accuracy and completeness of data, quality of service, and compliance with internal controls, government requirements, regulations, and policies. Incumbents research, analyze, and monitor trends and activities to develop recommendations to improve the efficiency of court administrative services and operations. Budget and Procurement Analysts make recommendations to executives on matters that take into consideration complex financial, budgetary, and related issues. Incumbents ensure efficiency, good stewardship of resources, and appropriate use of public funds.

Primary responsibilities include, but are not limited to, the following:

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to budget plan execution through the Clerk's office and provide input to the Court Unit Budget Organization Plan (CUBOP) and the Internal Control Manual.
- Assist in the development of an annual spending plan, perform data analysis, conduct modeling based on different scenarios and execute approved budget plans.
- Enter allotments or any adjustments to allotments into FAS4T and the unit's Status of Funds Report. Assist with the preparation of and electronically submit the unit's Electronic Status of Funds reports.
- Provide budget forecasting reports in order to track spending priorities and ensure that the total court unit allotment will not be exceeded.
- Review and oversight of procurement specialist work, assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Prepare spreadsheets and maintain databases to track certain expenditures.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts.
- Collect, review, audit, and analyze data and information, such as case filings, personnel activity, budget related data, and other similar data for work measurement and productivity studies as required.
- Develop a variety of reports based on historic and current data, including statistics on clerk's office staffing, spending patterns, expense projections, and similar information.
- Collect, review, analyze and maintain records of actual operating expenses and revenues to compare with estimated budget.
- Prepare, update, examine, and analyze a variety of regular and non-standard reports.
- Design, develop, and maintain spreadsheet formats and programs for analyzing budgetary information.

Qualifications and Requirements:

- Bachelor's degree from an accredited four-year college or university. Specialized experience in the field of accounting, finance, procurement and or budgeting preferred.
- Familiarity with Judiciary procurement guidelines, FAST and/ or FAR preferred.
- Ability to exercise good judgment, act with diplomacy, and maintain confidentiality.
- Ability to understand and accurately carry out detailed, complex, and evolving instructions while managing tight deadlines and conflicting priorities.
- Ability to manage multiple tasks, priorities and deadlines.
- Excellent technical, analytical, problem solving, critical thinking and research skills.
- Ability to communicate effectively, both orally and in writing, with persons with varying experiences and backgrounds. Excellent interpersonal skills.
- Excellent organizational and administrative skills; accuracy and attention to detail essential.

How to Apply:

Submit resume and a cover letter stating the reason for your interest in the position as a single .pdf document to: jobs@mdd.uscourts.gov

***To ensure consideration, resumes must be received no later than 5:00 p.m. on July 7, 2014.**

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- Applicants must be U. S. citizens or eligible to work in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment. Positions in the United States Courts are excepted appointments, are not under the Civil Service System and are "at will" employees.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- The Court reserves the right to withdraw the announcement without prior notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date position is filled.

** General experience is progressively responsible experience that provides evidence that the applicant has: (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills, and abilities in the resolution of problems.

** Specialized Experience is 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, procurement, or financial reporting that provided a knowledge of rules, regulations, and terminology of financial administration.