



**United States District Court
Southern District of Ohio**
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VACANCY ANNOUNCEMENT

November 25, 2025

Vacancy Announcement Number 25-08

Budget and Procurement Supervisor

Duty Station – Columbus Courthouse – 85 Marconi Blvd. - one vacancy

Salary: CL 28 – 29 (\$73,976 - \$142,990)**

****Starting salary and classification level will be based on the
successful applicant's qualifications; stated salaries are based on the 2025 pay table**

**Open until filled with first preference given to complete applicant packets received by:
Tuesday, December 9, 2025, at 11:59 p.m.**

Qualified applicants must submit an applicant packet which includes: a letter of interest, a current/detailed resume, and an Application for Judicial Branch Federal Employment - Form AO 78 (5/24), available on the court website. The optional background information, page 5 of the Application, is not required.

The Budget and Procurement Supervisor performs professional and managerial work related to the supervision and oversight of all aspects of the budget and procurement functions for the U.S. District Court for the Southern District of Ohio. Serves as a first-line supervisor over one or more procurement staff and one property management staff, performs and coordinates administrative, technical, and professional work related primarily to budgeting, procurement, and accounting. The incumbent reports to the Chief Deputy Clerk or senior management designee. Typical work hours are 8:00 a.m. to 4:30 p.m. with work outside of normal hours based on operational needs. Work travel within and outside of the District Court is required.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from just north of Columbus south to the Ohio River. The Court is comprised of over 260 individuals including twenty-six Judicial Officers, as well as Chambers staff, Clerk's Office staff, U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

Budget

- Formulate, evaluate, and implement approved policies, procedures, and protocols related to budget plan execution for the Court. Provide input to the Court Unit Budget Organization Plan (CUBOP). Advise Clerk of Court and Chief Deputy Clerk on budget matters.
- Assist in the development of an annual spending plan and identify amounts required to pay personnel and to maintain basic mandatory operations, as well as amounts needed to support desired enhancements. Perform data analysis and conduct modeling based on different scenarios.
- Execute approved budget plans. Review spending and fund balances routinely and recommend reprogramming actions to cover projected shortfalls. Ensure allotment levels are not exceeded, and obligations are not made in advance of an appropriation, allotment, or reprogramming transaction.
- Develop a variety of reports based on historic and current data, including statistics on staffing, spending patterns, expense projections, and similar information.
- Enter allotments or any adjustments to allotments into JIFMS and the Court's Status of Funds Report. Enter reprogramming or standard voucher transactions to move funds from one Budget Object Code (BOC) to another within a fund or from one fund to another in both the financial system and the Status of Funds report.

- Maintain oversight and approval documentation of annual budget call requests, appeals to allotments, supplemental funding requests, and intra-fund and inter-fund reprogramming requests.
- Prepare and electronically submit the District Court's Electronic Status of Funds reports monthly, as required. Maintain approved Electronic Status of Funds reports and any supporting documentation in a chronological file by fiscal year. When necessary, ensure accruals are calculated, documented, and processed timely.
- Provide budget forecasting reports to the Clerk monthly to track spending priorities and ensure that the total Court unit allotment will not be exceeded.
- Prepare a consolidated budget report for all 3 Court Units monthly. Present the report quarterly at the District Judges Meeting. Prepare materials for and present annually at the District Judges Budget Committee Meeting.
- Prepare Shared Services Calculations which includes personnel expenses, shared overtime utilities expenses, shared maintenance contracts and shared software expenses. Present a preliminary estimate to the Court Unit Executives at the beginning of the fiscal year and then provide and update calculation in June.
- Ensure that open obligations are reviewed frequently to de-obligate funds when possible. Maintain documentation of these reviews to comply with Judiciary requirements.

Procurement

- Manage, develop, and mentor staff involved in procurement functions including setting standards, assigning, and reviewing work. Develop and conduct employee performance evaluations.
- Provide leadership, coordination, and guidance to unit procurement staff. Assure compliance with procurement guidelines, policies, and internal controls.
- Evaluate requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining availability of funds for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Review contracts to ensure that all judiciary requirements are met as well as determine whether the prices are fair and correct; determine if quality meets specifications and performance standards.
- Ensure purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provide contract administration and oversight. Track expenditures.
- Assist Procurement staff with planning and execution of procurement related actions. Works with Procurement staff on writing RFPs when required by Judiciary Guidelines. Researches and evaluates suppliers utilizing competitive bid strategies, negotiates with vendors for best price over contracted services and purchases, prepares sole source justifications if required. Coordinate with selected vendors on supply and delivery of purchased items/services.
- Research procurement, administrative, and operational questions, problems, trends, and areas for efficiencies/improvements related to the data being developed and analyzed. Respond to requests for information and clarification from department procurement staff regarding procurement rules, regulations, and policies.
- Manage the Court's contract interpreting program including oversight of the preparation and issuance of interpreting contracts and blanket purchase agreements. Responsible for securing required biennial background security checks for contract interpreters on the Court's interpreter roster. Source interpreters as necessary when a Court roster interpreter is not available in the language needed. Ensure that the quarterly interpreter usage reports are submitted in InfoWeb.
- Maintain the Court's Procurement Delegation information in InfoWeb. Retain documentation related to Procurement Delegations and certificates used to meet Continuing Education requirements.

Property Management

- Provide supervision of the Shared Services Custodial Officer. Assist in developing work plans for the Shared Services Custodial Officer which meet the property management record keeping requirements set forth in Judiciary Policy.
- Work with the budget and procurement staff of all 3 Court Units to ensure that newly purchased property is recorded by the Shared Services Custodial Officer in conformance with Judiciary requirements.
- Assist the Disposal Officers of the 3 Court Units as needed when a purchase order is required to have Judiciary property disposed of properly.
- Work with Disposal Officers to ensure that disposal documentation meets Guide Requirements and is retained for audit purposes.

QUALIFICATIONS:

Required Education

An undergraduate degree from a college or university of recognized standing in accounting, finance, business management, or similar fields of studies.

Specialized Experience

Candidates must possess at least six years of progressively responsible specialized experience that has provided knowledge of rules, regulations, and terminology in at least one but preferably two or more of the functional areas of budget and procurement management such as expense forecasting, data validation, auditing, supplier sourcing, contract management, purchase order management, and vendor relations management. At least two years of the experience must have been specialized experience in supervisory or managerial professional work in one or more of the functional areas of budget or procurement management that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management.

Required Competencies

- Advanced knowledge of and professional experience in preparing requests for information, proposals, and quotations and the technical evaluation process of all bids received.
- Extensive knowledge of fiscal reconciliation processes. Skill in preparing budget reports. Skill in monitoring and reconciling accounts and ledgers. Ability to reconcile invoices, vouchers and records of payment.
- Government budgeting and forecasting experience; Skilled use of government systems and databases.
- Strong understanding of auditing principles, internal controls and compliance requirements.
- Demonstrated leadership skills as well as the ability to manage multiple priorities within strict deadlines in a fast-paced environment; Demonstrated ability to make timely and effective decisions.
- Ability to maintain appropriate separation of duties and coordinate effectively with judges and all levels of staff.
- Skill in developing the interpersonal work relationships needed to lead a team of employees effectively.
- Knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved and the ability to exercise mature judgment.
- Demonstrated knowledge of supervisory and employee management principles, and an understanding of performance management processes and principles, as well as employee rights, protections, and avenues of appeal.
- Demonstrated ability to use mediation and problem-solving skills when managing conflicts in the workplace.
- Demonstrated proficiency in problem solving, trouble shooting, and identifying alternative solutions.
- Advanced experience using SharePoint, Microsoft Office products (including Excel), and Adobe Acrobat.

Preferred Qualifications

- A graduate degree from an accredited university in a field such as business or public administration, finance, accounting, political science, criminal justice, law, management, or other related academic discipline.
- In-depth knowledge of federal and local rules, court policies and procedures, and an understanding of legal terminology.
- A clear understanding of federal court and unit operations, roles, functions, and organizational structure, culture and dynamics.
- Federal government budgeting and contracting experience, including procurements based on both best value and lowest price technically acceptable sourcing.
- Understanding of appropriations law framework including Necessary Expense Rule, Antideficiency Act and the Bona Fide Needs Rule.
- Federal judiciary experience.
- At least one of the National Contract Management Association's following designations:
 - Certified Federal Contracts Manager (CFCM)
 - Certified Commercial Contracts Manager (CCCM)
 - Certified Professional Contracts Manager (CPCM)

BENEFITS INFORMATION:

Please review the extensive federal benefits on the United States Courts website: <https://www.uscourts.gov/careers/benefits>

CONDITIONS OF EMPLOYMENT:

A commitment to public service is essential. Visit the U.S. Courts website for citizenship requirements www.uscourts.gov.

Positions with the United States Courts are considered “at will” and are not subject to the employment regulations of competitive service. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment. Employees are subject to the [Judicial Code of Conduct for Judicial Employees](#).

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

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

HOW TO APPLY:

Qualified applicants should upload their documents using our HR Employment Application System located at:

[HR Employment Application System](#)

Note: This system will not let you continue without uploading all documents.

If you fail to provide these documents, your application package will be considered incomplete and will not be considered any further.

Travel and relocation expenses will not be reimbursed.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top-rated candidate from those who applied for the initial announcement without re-posting the position. This job announcement may involve filling more than one position described herein.

REASONABLE ACCOMMODATIONS:

Consistent with the Judicial Conference of the United States policy, the practice of the U.S. District Court Southern District of Ohio is to give due consideration of a reasonable accommodation requested by a qualified applicant or employee with a disability unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process.

The U.S. District Court for the Southern District of Ohio is an Equal Opportunity Employer and Values Diversity in the workplace.