



Job Announcement Procurement Manager FY26-29ARN

U.S. DISTRICT COURT- EASTERN DISTRICT OF VIRGINIA

WEBSITE :

www.vaed.uscourts.gov

PHONE:

757-222-7303

Announcement #:

FY 26-29ARN

Location:

Richmond, Alexandria,
or Norfolk

Appointment:

Full-time/ Permanent

Open: 08/10/2026

Priority: 08/24/2026

Closes: Open Until Filled

SALARY RANGES

- CL-28 Step 1
\$72,647 – Step 61
\$133,178 or CL-29
depending upon
qualifications

The United States District Court for the Eastern District of Virginia is a large trial court within the federal judiciary. There are 94 U.S. District Courts in the country with at least one in every state and in all U.S. territories. Virginia is bifurcated geographically and consists of two Districts - the Eastern District and the Western District. The Eastern District of Virginia has four divisions: Alexandria, Norfolk, Newport News, and Richmond. There are approximately 6.5 million residents within the Eastern District of Virginia's jurisdiction.

Federal courts hear cases involving the constitutionality of laws, disputes between states, and criminal cases originating from various federal agencies with law enforcement authority.

POSITION OVERVIEW

The United States District Court for the Eastern District of Virginia is seeking a highly qualified Procurement Manager to oversee the court's procurement and contracting operations. The Procurement Manager ensures compliance with federal judiciary procurement policies, manages purchasing activities, administers contracts, and provides leadership in acquiring goods and services that support court operations. The Procurement Manager reports to the Chief Deputy Clerk of Administration and serves as the court's primary procurement official under the direction of the Court Unit Executive (Clerk of Court).

MINIMUM QUALIFICATIONS

Applicants must demonstrate thorough knowledge of procurement principles, technical, professional, supervisory or managerial responsibilities. This experience must provide the knowledge, skills, and abilities necessary to lead and supervise staff; develop effective interpersonal working relationships; exercise sound judgement; and apply management principles, policies and practices within an organizational setting.

Applicants must possess two years of specialized experience in procurement or equivalent work experience that demonstrates knowledge of procurement principles, contract administration, and competitive acquisition methods. The incumbent must have a working knowledge of the guidelines, policies, procedures, and

internal controls related to procurement and facilities and act as a resource to local management and staff on policy compliance matters.

DUTIES and RESPONSIBILITIES

- Manage, supervise, and mentor procurement staff by assigning and reviewing work, evaluating performance, approving leave, and addressing employee relations matters. Oversee daily departmental operations, establish work procedures, conduct staff meetings, delegate assignments, monitor work quality, and ensure staff receive appropriate training on procurement processes and systems.
- Manage all aspects of the court's procurement ensuring compliance with Judiciary policies, regulations, and internal controls. Develop and monitor departmental policies, procedures, and internal controls; identify opportunities for process improvement; recommend policy changes; and participate in strategic planning to support the court's operational goals.
- Review and approve purchases and payments for goods and services within the court's financial system, ensuring financial accuracy and compliance with Judiciary policies, procedures, and internal controls.
- Develop and justify the annual budget for recurring services and procurement contracts supporting all court units participating in the shared administrative services agreement.
- Ensure procurement specifications, solicitations, and requests for qualifications/proposals are clear, complete, customer-focused, and compliant with Judiciary policies and procedures. Oversee market research and supplier evaluations based on cost, quality, service, reliability, and performance. Monitor contract execution, ensure compliance with contractual obligations, and resolve vendor issues effectively.
- Negotiate contract terms, conditions, and service agreements with vendors.
- Collaborate with subject matter experts to develop comprehensive specifications that accurately identify business needs and translate them into solicitations and formal procurement requests. Skilled in anticipating and

Additional Requirements:

The successful candidate will be a people-oriented professional who is responsible, friendly, organized, and has the following:

- The ability to communicate effectively, exercising good judgement and tact.
- Integrity and ethical judgement, which demonstrates honesty, impartiality, confidentiality, and sound judgement when managing public funds.
- Leadership and Team Management, effectively supervises, mentors, and develops staff while promoting accountability, collaboration, and professional growth.
- Customer Service Mindset balances compliance requirements with the needs of court units to provide timely, effective procurement support.
- Commitment to continuous improvement, by using data, feedback, and best practices to improve procurement processes, and efficiency.
- Attention to detail, maintain accurate records, manage multiple procurements, monitors deadlines, and ensures compliance with documentation requirements.

analyzing both short and long-term procurement requirements, evaluating the advantages, disadvantages, quality standards, and cost implications associated with the acquisition and management of materials, equipment, and services to support organizational objectives.

- Ensure purchase card holders comply with Judiciary Purchase Card Program policies and procedures by monitoring adherence to program requirements, verifying that credit card purchases are accurately obligated, and ensuring purchase card statements are processed accurately and submitted in a timely manner.
- Assess and validate purchase requests for goods and services to ensure compliance with applicable procurement policies and regulations, verify funding availability, and confirm adherence to competition thresholds and procurement requirements prior to processing.
- Prepare procurement specifications, solicitations, and requests for proposals (RFPs) or requests for qualifications (RFQs); obtain, evaluate, and analyze bids, quotations, and proposals to ensure compliance with procurement requirements; and serve as the primary liaison among vendors, contractors, and the contracting office to facilitate the acquisition of goods and services.
- Review and process invoices; conduct financial and cost-benefit analyses to support procurement decisions and identify improvements.

APPLICATION INFORMATION

Applicants must submit a cover letter, resume, list of professional references, and form [AO78 Application for Employment in one \(1\) PDF](#) formatted document to jobbox3@vaed.uscourts.gov. Applications received by **08/24/2026** will receive priority consideration.

CONDITIONS of EMPLOYMENT

- Employees must be United States citizens or eligible to work in the United States.
- Employees are required to adhere to the [Code of Conduct for Judicial Employees](#), which is available to applicants to review upon request.
- Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court.
- Employees will be hired provisionally pending the results of a background investigation.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The Federal Judiciary is an Equal Opportunity Employer.

BENEFITS

- A generous benefits package is available and includes:
- A minimum of 11 paid holidays per year
- Paid annual leave
- Paid sick leave
- Retirement benefits
- Optional participation in the Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in Long- Term Care Insurance
- Optional participation in private long-term disability plan
- Situational telework authorized
- Credit for prior government service