



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF BUSINESS SERVICES

February 01, 2019

ADMINISTRATIVE SERVICES BRANCH

POSITION TITLE: Agency Procurement Specialist II, Business Program Liaison

POSITION NUMBER: 075674 JobAps # 19-006473-0001

SALARY: State Salary Grade 15
Salary Range: \$42,186- \$61,059

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position responsible for developing, implementing, monitoring, and tracking procurement activities including commodities purchases, the negotiation and award of contracts, managing corporate credit card activities, serving as agency minority enterprise liaison and preparing all control agency reports.

DUTIES AND RESPONSIBILITIES: Provides assistance for developing solicitations and advising staff in defining requirements of proposed procurements; advises Divisions regarding the appropriate methodology for procuring services, equipment and commodities; interprets laws, policies, and regulations affecting requisitions and purchase order processing; assists Division staff in developing Invitations For Bids (IFB) and specification documents that comply with State Laws and regulations; conducts pre-bid conferences with potential vendors; reviews specification for Request for Proposal, obtains control agency approval, solicits proposals, obtains all required approvals; negotiates and awards contracts; tracks and completes monthly and annual reports reflecting Division purchases and contracts; initiates required changes in FMIS/ADPICS (Financial Management System/Advanced Purchase Inventory Control System).

MINIMUM QUALIFICATIONS: **EDUCATION:** A Bachelor's Degree from an accredited college or university with coursework in Business Administration, Contract Management, Purchasing or closely related field.

EXPERIENCE: Two (2) years of experience in contract management or procurement involving duties such as: soliciting, evaluating, negotiating and awarding contracts and ensuring compliance with governmental procurement laws, regulations and conditions.

NOTES: Contract management or procurement experience may be substituted on a year for year basis for up to four years of the require education. Graduate education may be substituted at the rate of thirty credit hours for each year for the required experience.

ESSENTIAL REQUIREMENTS: Knowledge of principles and practices of public procurement administration; knowledge of state and federal procurement laws, regulations and policies; knowledge of contract and specification writing techniques; skill in data management and related software programs to prepare contracts, specifications, and procurement documents; skill in reviewing procurement contracts for specification and compliance; skill in procurement negotiation; skill in establishing and maintaining effective working relationships with vendors and customers; ability to use FMIS & ADPICS; ability to prepare accurate and complete contract and acquisition documents; ability to conduct pre-bid conferences and explain procurement regulations; ability to communicate effectively with all levels of officials and contractors inside and outside of the organization.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://MSDEJobs.on.JobAps) (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Agency Procurement Specialist II, Business Program Liaison- Position #075674 - JobAps # 19-006473-0001** Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and occasional travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **February 15, 2019** – Open Until Filled.