



# 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 PROCUREMENT SERVICES

February 8, 2019

**POSITION TITLE:** Administrative Program Manager II (Chief of Procurement Services)

**POSITION NUMBER:** 039445 (JobAps #19-005473-00)

**SALARY:** State Salary Grade 20  
Salary Range: \$57,878 – \$84,560

**LOCATION:** 200 West Baltimore Street  
Baltimore, MD 21201

**NATURE OF WORK:** This is a professional position serving as the Chief of the Procurement Services responsible for providing management and leadership of Procurement and Support Services related to the agency's procurement of commodities and services, and the provision of mail distribution, duplication, and other support services to the agency.

**DUTIES AND RESPONSIBILITIES:** Directs and administers operations of the Procurement Section, providing guidance and consistent interpretation of laws, policies, regulations and directives; supervises processing of contracts and purchase orders; reviews contract documents for completeness, clarity and accuracy; maintains administrative liaisons with all regulatory entities; oversees pre-bid conferences and public bid openings; assures availability of documents related to the evaluation of proposals and the selection of vendors; plans and implements tracking of procurement data and information; provides direction to the Support Services Section with regard to maintaining mail services, central duplication, central stores, leases, parking, vehicle fleet, and risk management; coordinates agency travel and agency corporate purchasing credit cards.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Bachelor's Degree from an accredited college or university in Business Administration, Finance, Accounting, or a related area. Master's Degree is a plus.

**EXPERIENCE:** Three (3) years of professional experience with coordinating procurement, contract administration, and/or related administrative services. Management and/or supervisory experience desired.

**NOTES:** Two (2) additional years of experience as defined above may be substituted for the required education.

**ESSENTIAL REQUIREMENTS:** Knowledge of procurement and contract administration; knowledge of operations and finance management; skill in interpreting policies, State and Federal Statute, and regulations; skill in using spreadsheet software; skill in scheduling and managing multiple tasks; skill in identifying problems and negotiating solutions; ability to analyze data and make sound decisions; ability to supervise staff, manage projects and services, monitor performance, and implement improvements; ability to effectively lead and work as a team member; ability to communicate effectively orally and in writing.

**PROCEDURE FOR APPLICATION:**

To apply for this position online complete an MSDE Application on [marylandpublicschools.org](http://www.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 **Administrative Program Manager II (Chief of the Administrative Services/Procurement Branch) #039445, (JobAps #19-005473-00)**. 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.

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 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 22, 2019**- Open until filled.