Location: Maryland State Library Agency  
Job Title: Procurement Officer  
Vacancy Number: 23-003002-0017  
Responsibilities: Main Purpose Of Job: A Procurement Officer for the Maryland State Library Agency performs the full level of the procurement of equipment, services, construction, supplies, information technology and other needs which must be obtained through the competitive procurement process, negotiated procurement process and other procurement methods. The Procurement Office will provide the agency with procurement technical interpretation, instruction, guidance, and assistance in accordance with State laws and regulations. This position also manages the reporting and planning for the MBE, SBR and VSBE programs, and manages agency contracts. *Develops contract specifications and follows through all steps of the solicitation and award process per state laws and guidelines. *Oversees Minority Business Enterprise (MBE), Small Business Reserve (SBR), and Veteran Small Business Enterprise (VSBE) goals, reporting, and contract compliance per State guidelines. *Evaluates contractor's performance against terms and conditions of contracts and recommends corrective actions, such as the application of damages, withholding of payment or termination of contract. *Coordinates telecom services by managing mobile device accounts and being the designated point of contact. *Provides back-up support for processing purchase orders in the FMIS Financial System for the initiation of purchase requisitions for MSLA by inputting data and appropriate financial codes, purchase order specifications, and other special requirements.  
Requirements: Experience: Six years of experience, two 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 and an additional four years of professional contract management experience or professional procurement experience.  
1. Candidates may substitute certification as a Certified Public Manager from the National Association of Purchasing Management; Certified Professional Contracts Manager from the National Contract Management Association; Certified Public Purchasing Officer or Certified Professional Public Buyer from the Universal Public Purchasing Certification Council (National Institute of Governmental Purchasing, Inc. or National Association of State Purchasing Officers) for the additional four years of the required experience.  
2. Candidates for Option 1 positions may substitute the possession of a Bachelor's degree from an accredited college or university and two years of experience 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 for the required experience.  
3. Candidates for Option 2 positions may substitute the possession of a Bachelor's degree from an accredited college or university and one year 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 for the required experience.  
4. Candidates may substitute additional graduate education at an accredited college or university, at the rate of thirty credit hours for the required experience.  
5. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in Contracting, Industrial Management or logistics specialist classifications or administrative support specialty codes in the procurement or financial management fields of work on a year-for-year basis for the required experience.  
Salary Range: $57,095.00 - $91,742.00/year  
Application Process: Apply online at https://www.jobapscloud.com/MD/sup/bulpreview.asp?R1=23&R2=003002&R3=0017  
Closing Date: July 24, 2023 at 11:59 PM