



## **Treasury Specialist III** **Administration & Procurement**

Recruitment # 21-002745-0001

Hiring Salary: Grade 14 \$42,294 – 54,521  
Growth Potential Up To \$67,106 / Salary Guidelines Apply for State Employees

**Closing Date: April 28, 2021**

The MD State Treasurer's Office is seeking a highly organized individual with keen oral and written communication skills, strong analytical skills and sound judgment, and reliable attention to detail, for the position of Procurement and Administration Specialist to support administrative and procurement functions of the agency. The ideal candidate should be able to work independently and in teams, and under pressure of multiple deadlines in order to meet established goals and deadlines. This position is responsible for providing administrative support to the agency procurement officer with procurement activities for all Statewide master contracts for financial services under the Treasurer's authority, as well as small and large procurements to support operations of the State Treasurer's Office (STO). This includes, but is not limited to, statewide financial contracts managed by STO such as master banking depository, disbursement, custody, and lockbox contracts; merchant services contracts; financial advisor, underwriters and investment advisor services related to debt issuance; and escrow agent contracts.

In addition to providing administrative support to the STO Procurement officer for statewide procurement contracts, this position also oversees the agency's small procurement program. This includes purchases of supplies, computer equipment and computer services contracts, coordinating the publishing of the Agency's Annual Report, and managing agency subscriptions. Moreover, this position is responsible for preparing quarterly and annual procurement reports such as for Minority Business Enterprise, Small Business Reserve, the Procurement Agency Activity Report (PAAR), and also assists with Public Information Act (PIA) requests and other special projects as needed. This position also serves as the agency Corporate Purchasing Card coordinator, and oversees functions related to facilities management, telecommunications management and other administrative roles of the division.

This position may demand flexibility and extended work hours in order to meet procurement and reporting deadlines. For candidates seeking growth opportunity within the agency, the STO is willing to sponsor, through progressive job-related education and training opportunities, individuals demonstrating initiative, motivation, and a strong work ethic, who pursue advanced procurement related certifications and expertise in order to become an expert in this role.

### **MINIMUM QUALIFICATIONS (required):**

**Education:** Possession of a bachelor's degree from an accredited four year college or university including or supplemented by at least 18 credit hours in accounting, business administration or equivalent business subjects.

**Experience:** Three years of employment in responsible public administration, business administration, and/or accounting or auditing.

OR

**Education:** Graduation from a standard high school, including or supplemented by 18 credited hours in business administration, accounting, or equivalent business subjects.

**Experience:** Seven years of experience as defined above.

**Note:**

1. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in financial administration and program classification or financial administration specialty codes in the accounting and budget group field of work on a year-for-year basis for the required experience and education.

### **SELECTIVE QUALIFICATION:**

- One year of the required experience must involve coordinating general office operations.

**PREFERRED QUALIFICATIONS (not required):**

- Experience drafting, preparing and reviewing complex or technical reports according to established deadlines, or similar work with contracts or related technical documents.
- Experience with State of MD systems such as FMIS/ADPICS and eMaryland MarketPlace, and/or hands on experience with any similar electronic procurement processing system
- Experience researching, interpreting, applying and/or auditing laws, regulations, guidelines, or other technical specifications.
- Experience or knowledge in financial fields such as banking, investments, merchant services, economics, etc.
- Experience managing a corporate purchasing card program
- Proficiency in MS Word, Adobe, and/or Excel

**LIMITATIONS ON SELECTION:** Applicants must be willing to work in the Annapolis area.

**SPECIAL REQUIREMENTS:** Candidates will be subject to a background investigation to include credit and criminal history.

**TO APPLY:**

Job opportunities within the Maryland State Treasurer's Office are accessible through JobAps, the Statewide Recruitment, Examination and Applicant tracking system. Go to [www.JobAps.com/MD](http://www.JobAps.com/MD) to apply. Please upload a current copy of your resume with your application.

Electronic application is strongly preferred; however, if you do not have access to a computer, you may send a copy of your resume by email to [hr@treasurer.state.md.us](mailto:hr@treasurer.state.md.us) or fax to 410-260-4090.

The selected candidate will be expected to report on-site during the six-month probationary period at a minimum. Strict protocols will be in place to reduce the risk for COVID-19 transmission. Any questions regarding this recruitment or the recruitment process may be directed to the STO Personnel Office at 410-260-7078.

*As an equal opportunity employer, Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity.*

*TTY Users: Call via Maryland Relay*