

## **Procurement Officer III**

Recruitment # 21-003004-0011

Hiring Salary: Grade 20 \$61,725 – \$80,437

Growth Potential Up To \$99,106 / Salary Guidelines Apply for State Employees

**Closing Date: August 26, 2021**



The Maryland State Treasurer is responsible for engaging in and controlling procurement and award of Statewide contracts for banking and financial services, as well as insurance and insurance services, as per State law and the Maryland Constitution. In accordance with the Treasurer's role to protect the State's assets, this position is responsible for overseeing the agency's unique procurement program, producing sound and legally defensible procurements which are in the best interest of the State so that Statewide agency operations are continuous, productive and exemplary.

This position serves as the sole procurement officer and agency procurement expert for the State Treasurer's Office. The STO Procurement Officer is responsible for the direction, coordination and compliance of all procurement activities under the Treasurer's authority. This includes, but is not limited to, Statewide financial contracts managed by the 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. It also includes Statewide insurance broker services to purchase excess coverage to the State Insurance Trust Fund, and special policies such as general liability coverage, bonds and crime coverage, auto coverages, property and package coverages, inland marine and ocean coverages, bridges and tunnels coverage, travel accident and athletic coverages, aviation and transit coverages, and actuarial services. This position oversees all STO program-specific procurements requiring competitive bidding as well, such as lease related Invitations for Bid (IFB) for Statewide energy and equipment lease financing managed through the STO's Debt Management Division.

In addition to procurement, this position is also responsible for developing internal procurement procedures, tracking all contracts, and providing subject matter expertise and recommendations to Statewide Executives and Program Managers, as well as to the Chief Deputy Treasurer, regarding major contract issues. The incumbent also represents the Treasurer and her Office at the Senior Procurement Advisory Group and the Governor's Office of Minority Affairs procurement meetings.

### **MINIMUM QUALIFICATIONS**

Candidates must possess the following qualifications in order to be considered for this recruitment:

**Education:** A Bachelor's degree from an accredited college or university.

**Experience:** Four years of professional public sector procurement, or private sector contracting experience, which included activities such as soliciting, evaluating, negotiating and awarding contracts, advertising procurement opportunities, distributing specifications to vendors, coordinating bidder evaluation committees, conducting vendor debriefings, monitoring contract performance, eProcurement management, professional certification or procurement business operations.

**Notes:**

1. Candidates may substitute one year of experience in ensuring appropriate and consistent enterprise-wide interpretation of and compliance with enterprise level procurement laws, regulations, policies and procedures for the required education.
2. 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 required education.
3. Candidates may substitute professional contract management experience or professional procurement experience, on a year-for-year basis, for the required education.
4. Candidates may substitute a Doctorate of Jurisprudence (JD) degree or a Master's degree in Business Administration for two years of 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 and education.

## **LICENSES, REGISTRATIONS AND CERTIFICATIONS**

Employees in this classification who have not already done so must obtain certification as a Procurement Professional Certification from the Maryland Department of General Services within one year of appointment.

## **PREFERRED QUALIFICATIONS**

Preference will be given to applicants who possess the following preferred qualifications:

- Experience soliciting and managing banking and/or financial services contracts
- Experience soliciting and managing insurance services contracts
- Knowledge of commercial banking services and products
- Knowledge of commercial insurance general liability services and products

**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.

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*