



Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Christian S. Johansson
Secretary

Dominick E. Murray
Deputy Secretary

**PROCUREMENT COORDINATOR
(Skilled Service)
SALARY RANGE: \$43,725 - \$69,999**

**STATE OF MARYLAND
DEPARTMENT OF BUSINESS AND ECONOMIC DEVELOPMENT
DIVISION OF ADMINISTRATION AND TECHNOLOGY
OFFICE OF CONTRACTS AND PROCUREMENT**

The Department of Business and Economic Development (DBED) is seeking qualified applicants for the position of Procurement Coordinator within the Office of Contracts and Procurement (OCP). The primary responsibilities will be to assist the director in processing departmental contracts, conducting procurements and providing grants-management assistance. Within these functions, the incumbent will monitor all procurement-exempt contract awards, provide training and assistance to departmental personnel on selected procurement methods, assist in the development of specifications for services contracts in excess of \$25,000, and prepare appropriate documentation for contracts that require Board of Public Works (BPW) approval. In addition, the position will monitor contract awards, modifications, renewals and vendor performance on all multi-year agreements.

Candidates should possess strong written and oral communications skills, as well as strong organizational skills. The ability to prioritize and handle multiple concurrent tasks is a must. Candidates must have extensive knowledge of COMAR Title XXI and State of Maryland procurement laws, rules and regulations. Proficiency with Microsoft Word, Excel and Access, as well as with the state Financial Management Information System (FMIS) is required.

Candidates must possess a Bachelor's Degree from an accredited college or university and four years of experience in administrative staff or professional work. Three years of the above experience must have been in procurement. Equivalent combination of education and experience is acceptable. Experience with ADPICS, eMaryland Marketplace, and professional procurement certification is also highly preferred.

To apply, submit a resume to:

**DBED OFFICE OF HUMAN RESOURCES
ATTN: PROCUREMENT COORDINATOR
WORLD TRADE CENTER – 401 EAST PRATT STEEET – 10TH FLOOR
BALTIMORE, MARYLAND 21201
NO LATER THAN: OPEN UNTIL FILLED**

Resumes may also be sent electronically to: ahalikias@choosemaryland.org

Equal Opportunity Employer

TTY#: 1-800-735-2258