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| Maryland Department of Transportation Logo | **MARYLAND DEPARTMENT OF TRANSPORTATION**  **invites applications for the position of:**  **Agency Procurement Specialist II** |

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| **SALARY:** | $41,358.00 - $65,827.00 Annually |
| **OPENING DATE:** | 08/22/17 |
| **CLOSING DATE:** | 09/06/17 11:59 PM |
| **DESCRIPTION:** | |
| **OPEN RECRUITMENT**  This is the journey level of work in the procurement of equipment, services, construction, supplies, information technology, and other needs, which must be obtained through the competitive or negotiated procurement process. Employees in this classification are responsible for soliciting, evaluating, negotiating and awarding contracts, according to State Procurement laws, procedures and regulations, as well as maintaining contracts by assuring compliance with terms and conditions. Employees in this classification may supervise or give guidance and direction to a unit of agency procurement associates and support staff. Duties include, but are not limited to:  Reviews and analyzes purchase requisitions and determines the most appropriate procurement methods to use; determines the basis for awards and evaluation criteria; develops contract specifications; and evaluates contractor's performance against terms and conditions of contracts and recommends corrective actions.  **The current vacancy exists at the Maryland Department of Transportation State Highway Administration (MDOT SHA) in Hanover, MD (Anne Arundel county).***The eligible list produced from this recruitment may be utilized for future Agency Procurement Specialist II vacancies within Maryland Department of Transportation.*  **The position at MDOT SHA may be responsible for managing a supply room.**  **\*\*Connecting You to Life's Opportunities\*\*** | |
| **QUALIFICATIONS:** | |
| **MINIMUM QUALIFICATIONS:** Education:  Possession of a Bachelor's Degree from an accredited college or university.   Experience:  Two years of contract management or procurement experience involving duties such as: soliciting, evaluating, negotiating and awarding contracts and ensuring compliance with governmental procurement laws, regulations and conditions.  **Notes:**  1.  Professional or paraprofessional contract management or procurement experience may be substituted on a year for year basis for up to four years of the required education.   2.  Additional graduate education at an accredited college or university may be substituted at the rate of thirty credit hours for each year of the required experience.  3.  Applicants may substitute the following written certifications, obtained through passing an examination for the required education: Certified Purchasing 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). | |
| **LICENSES & CERTIFICATIONS:** | |
| Employees in this classification may be assigned duties that require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. | |
| **ADDITIONAL INFORMATION:** | |
| You must complete an MDOT (DTS-1) application to be considered for this recruitment.  RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. **Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate information.  Please include all relevant experience on your application.  This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for.  If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.**  Selected candidates may be subject to background and reference checks.   You may download an application, or you may apply online at [www.mdot.maryland.gov/employment](http://www.mdot.maryland.gov/employment).  If you need a paper application mailed to you, please call 410-865-1073.    Mail your application to:  **Recruitment and Examinations Unit, 7201 Corporate Center Drive, Hanover, MD 21076, or you may apply online at**[**www.mdot.maryland.gov/employment**](http://www.mdot.maryland.gov/employment)**.  Your application must be received by 9/6/2017.  Postmarks will not be accepted.**  Applications sent without sufficient postage will not be accepted and will be returned.  Applications sent through interoffice mail that are not received by the closing date will not be accepted.  Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request.  Please notify in advance.  MD Relay Service Number (711).  Bilingual applicants are encouraged to apply.  The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints.  All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986.  Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.  Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services ([http://www.naces.org](http://www.naces.org/)) or the American Association of Collegiate Registrars & Admissions Officers (AACRAO) International Education Services (<http://ies.aacrao.org/>). *The incumbent in this position may be a member of a covered bargaining unit and, may be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.*  WE ARE AN EQUAL OPPORTUNITY EMPLOYER MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.  **Issue date:  8/22/2017** | |

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| **Agency Procurement Specialist II Supplemental Questionnaire** |

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| \* | 1. | Do you have at least two (2) years of professional contract management or procurement experience? |
|  | | Yes Yes    No No |
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| \* | 2. | At which organization(s) have you gained this experience? If you do not have this experience, write 'N/A'. |
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| \* | 3. | Please explain IN DETAIL, your contract management and/or procurement experience. If you do not possess this experience, please write 'N/A.' |
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| \* Required Question | | |