



Procurement Manager

Recruitment # 22-005036-0001

Hiring Salary: Grade 22 \$70,983 – 103,643

With growth potential up to \$116,257
(Salary Guidelines Apply for State Employees)

Closing Date: May 8, 2022

The Maryland State Treasurer's Office (STO) 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 manager of the two-person procurement unit for the State Treasurer's Office. The STO Procurement Manager 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 and providing subject matter expertise and recommendations to various State agencies as well as to the Director of Operations regarding major procurement issues. The incumbent also represents the Treasurer and his Office at the various Statewide procurement committee meetings.

This is a Management Service, at-will position which serves at the pleasure of the Appointing Authority.

Ideal candidates should have the following:

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

Experience:

- Four years of professional public sector procurement, 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.
- Two years of experience supervising staff. Examples of supervisory duties include employee evaluations, distribution & review of work, and time & leave approvals.

Notes:

- Candidates may substitute one additional year of experience in professional public sector level procurement, interpreting and applying laws, regulations, policies and procedures, on a year for year basis for the required education.
- 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.

In addition, **preference** will be given to applicants who possess the following:

- 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

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.

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

Please upload a current resume' for this recruitment.

All interviewed candidates will be subject to a criminal, civil, and credit history background check.

General Questions for this recruitment can be directed to the STO Personnel Office at 410-260-7078.

Job opportunities within the Maryland State Treasurer's Office are accessible through *JobAps*, the Statewide Recruitment, Examination and Applicant Tracking System. By using the Department filter and highlighting "Office of the Treasurer," you can view all active recruitments within our agency. First time users can register for an account by selecting a position to apply, choosing "I am A new user" at the bottom, then keying in the necessary fields.

[Visit www.jobaps.com/md](http://www.jobaps.com/md) to apply.

Electronic application is strongly encouraged. However, if you do not have access to a computer or the internet, you may fax your resume to 410-260-4090 or mail to 80 Calvert Street, Attention Human Resources, Room 109, Annapolis, MD 21401.

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