



PROCUREMENT OFFICER II OFFICE OF CAREER AND TECHNICAL EDUCATION STATE SERVICE

Salary Range: \$43,510.00 - \$65,329.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking a Procurement Officer II for the Office of Career & Technical Education. This is advanced-level professional work responsible for all aspects of procurement and grants management in the Office of Career & Technical Education. Responsibilities include managing the procurement cycle, preparing and reviewing procurement documents, coordinating procurement activities, planning and facilitating evaluations, grants management (pre-award to closeout), reporting, presenting, and providing technical assistance.

SPECIAL QUALIFICATIONS:

- Experience with state procurement requirements.
- Grants management experience.
- Excellent Excel skills.
- Proficient with MAGIC.
- Excellent communication skills (oral and written).
- Excellent analytical skills.

EDUCATION REQUIREMENTS:

Typically requires a Bachelor's Degree and 2-4 years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: November 15, 2024

BENEFITS

- mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES

- Rozelia Harris
rharris@mdek12.org
601-359-3974