



## 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.

The Mississippi Department of Education (MDE) is seeking a Procurement Officer II for the Office of Career & Technical Education.

### RESPONSIBILITIES:

This is advanced-level professional work responsible for procurement and grants management activities in the Office of Career & Technical Education. Responsibilities include but are not limited to preparing and reviewing procurement and grants management documents, performing procurement functions, participating in evaluations, interpreting, and applying policies and procedures, and state and federal laws and regulations, providing technical assistance, and other duties as assigned.

### SPECIAL QUALIFICATIONS:

Experience with state and/or federal procurement requirements.

Excellent Excel skills.

Proficiency with Microsoft WORD.

Proficiency with MAGIC.

Excellent communication skills (oral and written).

### EXPERIENCE/EDUCATION REQUIREMENTS:

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

#### APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: March 27, 2025

#### BENEFITS

- [mdek12.org/humanresources/mde-employee-benefits/](http://mdek12.org/humanresources/mde-employee-benefits/)

#### INQUIRIES

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