



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## CAREER OPPORTUNITY

### PROCUREMENT OFFICER II OFFICE OF PROCUREMENT NON-STATE; TIME LIMITED

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

Salary will be negotiable and commensurate with experience.

#### RESPONSIBILITIES:

The Mississippi Department of Education is seeking to employ a Procurement Officer II in the office of Procurement. It is preferable the incumbent: Develop contract/grant agreements to ensure compliance, be responsible for providing technical assistance to vendors, assist with the development of policies and procedures and capable of working independently while receiving limited supervision from a supervisor.

#### EXPERIENCE/EDUCATION REQUIREMENTS:

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

#### APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: April 29, 2025

#### BENEFITS

- [mdek12.org/OHR/MDE-Employee-Benefits](https://mdek12.org/OHR/MDE-Employee-Benefits)

#### INQUIRIES

- Monique Corley  
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601-359-5716



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