



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

PROCUREMENT OFFICER I OFFICE OF CAREER AND TECHNICAL EDUCATION NON-STATE; TIME LIMITED

Salary Range: \$36,624.00 - \$54,990.95

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

This is professional procurement work. Responsibilities include but are not limited to: preparing, reviewing, managing procurement, fiscal, and grants management documents, performing procurement and grants management functions, facilitating evaluations, interpreting, and applying policies and procedures, state and federal laws and regulations, providing technical assistance, and other duties as assigned.

SPECIAL QUALIFICATIONS:

The preferred candidate should have:

- Experience with state and/or federal procurement requirements and MS Dept of Finance & Administration Policies.
- Experience with the following in MAGIC: Shopping CART, Purchase Orders, Budgets, Grants, Cost Centers, and Internal Orders.
- Excellent excel skills.
- Proficiency with Microsoft word.
- Good communication skills.
- Good organizational skills.
- Ability to meet deadline.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Bachelor's Degree and 0-3 years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: November 12, 2025

BENEFITS

- mdek12.org/humanresources/mde-employee-benefits/

INQUIRIES

- Rozelia Harris
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601-359-3974



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