

Procurement Officer

Main duties:

- Provide general supervision to all staff in purchasing activities including planning, directing, and coordinating the purchasing activities for the organization
- Development and implementation of new contract management system; monitor renewal dates and correspond with staff
- Initiate strategic procurement planning
- Review, revise and maintain procurement policies and procedures
- Develop and conduct procurement training programs for staff
- Review major purchases and contracts to ensure compliance and identify opportunities for improvement
- Serve as the lead for gathering responses, answering questions and providing updates for the request for proposal (RFP) process
- Maintain the integrity of the public procurement process
- Research and identify potential sources for procurement of goods and services
- Other duties as assigned

Education and Experience:

- Bachelor's degree from an accredited college or university in business, public administration, business law, finance or closely related field
- Minimum three (3) years progressively responsible experience in governmental or other public sector purchasing
- Knowledge of modern principles and practices of governmental procurement and supply-chain management
- Knowledge of laws, policies and procedures governing public procurement

Knowledge and Skills Required:

- Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze and plan
- Ability to use judgement and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature
- Ability to effectively communicate orally and in writing to all levels of the organization. This includes the ability to convey complex and technical subjects in a clear, concise and positive manner
- Ability to adhere to and maintain a consistent level of confidentiality and impartiality during the procurement process and as dictated by quiet period provisions.

Civil Service Requirements:

1. Any one or any combination of the following, totaling one (1) year (12 months) from the categories below of which six (6) months must be actual work experience:
 1. Work experience performing duties comparable to those performed at the Procurement Officer Assistant level of this series or in positions of comparable responsibility.
AND/OR
 2. College credit for course work in any field
 - 30 semester hours equals six (6) months
 - 60 semester hours or associate degree equals one (1) year (12 months)
 - 90 semester hours equals two (2) years (24 months)
 - 120 semester hours or a bachelor's degree equals three (3) years (36 months)
 - Master's degree or higher equals four (4) years (48 months)

NOTE: Possession of a current Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) from The Universal Public Purchasing Certification Council (UPPCC), or a current Accredited Purchasing Practitioner (APP) certificate, Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) from the Institute for Supply Management (ISM) or equivalent certifications may satisfy the above requirements.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
2. Basic knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
3. Knowledge of laws, the Illinois Procurement Code, government regulations, executive orders, knowledge of State of Illinois and State University Procurement procedures, as well as state and federal laws as they pertain to purchasing.
4. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
5. Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
6. Knowledge of materials related to procurement, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
7. Skill in negotiation and facilitation.
8. Skill in completing assignments accurately and with attention to detail.
9. Ability to analyze and solve work related problems.
10. Ability to communicate effectively in both oral and written form.
11. Ability to work successfully as a member of a team and independently with moderate supervision.
12. Ability to train and supervise others.

Benefits:

- Insurance benefits, including medical, vision and dental
- Participation in SURS retirement plan

- Paid vacation, sick leave and 11 paid holidays
- Business casual attire

Apply for this Position

Applicants should submit a completed [SURS application](#) [1], current resume, and a dated cover letter to humanresources@surs.org [2]. This position is subject to a background check as terms of hire.

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Links

[1] <https://ww.surs.org/sites/default/files/pdfsx/EmploymentApplication.pdf>

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