



Department of
Administrative Services
Customer Focused, Performance Driven

Department of Administrative Services JOB ANNOUNCEMENT

ANNOUNCEMENT #:	201713	position 00050113
JOB TITLE:	Deputy State Purchasing Officer (FEM053)	
LOCATION:	200 Piedmont Avenue, West Tower; Atlanta, GA 30334	
APPLICATION DEADLINE:	5:00 p.m. Monday, August 7, 2017	
WHO MAY APPLY:	Current DOAS Employees	
PAY GRADE	Q	
HIRING SALARY RANGE:	\$75,508 - \$128,000	

(Hiring salary will be based on experience, credentials, pay equity, and statewide rules)

GENERAL DESCRIPTION:

The Department of Administrative Services is the State of Georgia's enterprise solution for fleet, human resources administration, risk management, state purchasing and surplus. Through the efforts of our employees, we provide enterprise leadership, business services and solutions to help state entities improve organizational efficiency, workforce performance and policy compliance. With over \$5 billion dollars of spend under management, the State Purchasing Division, is tasked with managing the development of the state procurement policies, strategic sourcing for state entities and ensuring that procurement professionals are both educated and compliant with current regulations.

The Deputy State Purchasing Officer will oversee a large team managing the enterprise procurement function for the State of Georgia. This position will drive change across the State and drive improvement in sourcing and procurement results statewide, in partnership with key stakeholders, departmental leadership and strategic suppliers. The Deputy State Purchasing Officer will hone current processes and provide the thought leadership necessary to adapt leading practices. The purchasing functions under the Deputy State Purchasing Officer's purview will include agency sourcing, statewide strategic sourcing, contract management and pipeline development. Along with the Director of Policy and Training, the Director of Compliance and the State Purchasing Officer, the Deputy State Purchasing Officer will be integral in setting the direction for the future of Georgia's procurement as we begin to develop new processes, policies and audit programs focused on simplifying and allowing flexibility within the process.

Job Responsibilities:

- Assist in developing the state's procurement strategy and ensure timely procurement support activities
- Manage resources to provide enterprise leadership on complex agency-led procurements and with strategically sourcing statewide contracts for use by state, higher education and local entities
- Recruit, develop and manage team members for sourcing, contract management and data analysis functions
- Foster relationships with agency executives and peers across the country to garner feedback and leading practices to drive continuous improvement
- Assist state agencies with complex procurements by scoping requirements, establishing governance structure and provide general guidance throughout the sourcing and contract management process

- Formulate, in conjunction with entities utilizing contracts, short-term and long-term strategic procurement plans in order to maximize buying power and minimize inefficiencies
- Serve as executive level expert by providing direction and guidance in the solicitation, evaluation, negotiation and post award processes (including financial and technical evaluation criteria, complex negotiation process, difficult supplier responses, etc.)
- Utilize spend data and market trends to ensure the portfolio of statewide contracts matches the needs of stakeholders and is aligned regularly
- Administer and enhance the procurement card program
- Communicate and interact with vendor community on high level matters including conflict resolution
- Assist in supervising a contract administration system designed to verify suppliers are performing in accordance with the terms and conditions of their contracts
- Procure or supervise the timely procurement of all needed goods and services, in accordance with all applicable federal, state and local laws, policies and procedures
- Ensure purchasing practices are consistent, fair and transparent, and designed to encourage maximum competition and best value procurements
- Research market sources to locate and ensure the most cost effective purchase of goods and services
- Provide leadership and education through participation in relevant industry events
- Develop, recommend and monitor the departmental budget

Required Knowledge, Skills and Abilities:

- Expert knowledge of procurement practices, processes and support systems
- Demonstrated project management and/or change management abilities
- Strong oral and written communication and presentation skills
- Excellent interpersonal and leadership skills required to effectively manage and motivate a large team of professionals
- Strong decision making skills and ability to work cooperatively and persuasively with external and internal leadership
- Intermediate to Advanced level proficiency in Microsoft Word, Excel and PowerPoint
- Understanding of major industry categories, supply markets and products
- Experience scoping, negotiating and managing large and complex procurement initiatives

MINIMUM ENTRY QUALIFICATIONS:

Bachelor's degree in a relevant field from an accredited college or university **and** eleven years of experience in purchasing/contracts or procurement sourcing, eight years of which as a manager

OR six years of experience at the lower level Sr Mgr, Purchase/Inventory (FEM052) or position equivalent

**Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.*

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following items below.

- Three years leading procurement activities for large and diverse private or public organization
- Master of Business Administration (MBA) or Public Administration (MPA) from accredited institution
- Prior procurement leadership experience with a State of Georgia agency or entity
- Experience with Team Georgia Marketplace and/or PeopleSoft Financials
- Working knowledge of agencies, university system and public procurement
- Experience with Lean, Six-Sigma and/or Agile implementation and management

- Relevant procurement or training certification such as a Certified Public Purchasing Officer (CPPO) or a Certified Purchasing Manager (CPM)

Email resumes to recruiter@doas.ga.gov by 5:00 p.m. Monday, August 7, 2017

Please include Job Announcement Title in the subject line.

DOAS is an equal opportunity employer