



Oklahoma Department of Central Services

Recruitment Announcement

Announcement No: 11-07Reannouncement
Position Name: Contracting and Acquisitions Agent III
Position Number: 58000000
Position Code/Level: F14C
Pay Band: J
Hiring Rate: \$2906.17
Number of Vacancies: 1
Location: Will Rogers Bldg, 2401 N Lincoln Blvd, OKC
Applicant Source: All Permanent Classified Employees, Reinstatement, Transfer Eligible
Beginning Date: 07/27/2010
Ending Date: 08/09/2010 at the end of business

Major Work Duties:

This Administration Division position performs as the assistant to the agency CPO. Assist with the completion of acquisitions for goods and services required for agency operations. Reviews requisitions, determines appropriate acquisition method, and issues purchase orders ensuring compliance with state procurement laws, rules, and DCS internal purchasing procedures. Provides guidance and instruction to agency personnel on purchasing related matters. Serves as liaison between agency CPO and Divisions of DCS. Maintains all CPO files and database records for reporting and audit purposes. Process P-card acquisitions.

Probationary or trial period will be required, if applicable.**Education & Experience**

This is the specialist level of this job family where employees are assigned independent responsibilities involving the acquisition of goods and services for an institution or agency. This may include responsibility for completing all related actions concerning competitive bidding or negotiation; for evaluation of proposals; for analyses of products; for disapproval or termination of contracts; and for insuring compliance with all legal and regulatory requirements concerning contracting and purchasing. Requirements at this level consist of three years technical clerical work; or an equivalent combination of education and experience. Plus two years of experience involving contracting and purchasing.

Method of Application:

Permanent classified employees including those having reinstatement rights wishing to be considered for this position must submit the following:

- A cover letter that provides the title of the position as shown above, job announcement number, mailing address, email address, daytime phone number, current job classification and class code.
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- A resume (with references)
- A copy of the most recent Performance Management Process (PMP) evaluation must be available upon request

Applicants who have no previous classified service, are in the unclassified status OR are in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system (www.opm.ok.gov)

NOTE: If this posting is for an unclassified position, employees may submit a resume in lieu of the "Personal Data Summary Sheet" (OPM-4B)

Send to: Department of Central Services, Attn: Human Resources, P.O. Box 53218, Oklahoma City, OK 73152-3218 or Fax (405) 521-2794 or dcs-hr@dcs.state.ok.us

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