



Oklahoma Department of Central Services

Recruitment Announcement

Announcement No: 12-42
Position Name: Purchasing Manager Statewide Initiatives
Position Number: 58000304
Position Code/Level: 9753
Pay Band: 0
Hiring Rate: 5083.33
Number of Vacancies: 1
Location: Will Rogers Bldg, 2401 N Lincoln Blvd, OKC
Applicant Source: All Sources
Beginning Date: 03/29/2012
Ending Date: 04/12/2012 at the end of business

Major Work Duties:

Central Purchasing: This position is responsible for leading the Statewide Contract group. The Statewide Contract group key metrics are Spend Under Management (SUM), cost savings, and contract quality. The successful candidate will lead the group utilizing sound strategic sourcing processes and best value contracting methodologies to identify and leverage spend opportunities to place contracts that will be used by all state agencies. Responsibilities also include the management and rationalization of all administrative fees associated with statewide contracts. The position will be responsible for compliance with the law and maximizing value with each opportunity

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

The position requires a combination of a Bachelor's degree in business and 3 years supervisory experience or an associate degree and 5 years progressive supervisory experience. Candidate should possess a strong understanding of strategic sourcing methodologies and have demonstrated experience. Professional purchasing certifications are a plus (CPO, CPPM, CPM, CPP, CPPC). Additional consideration will be given to candidates with knowledge of State Procurement laws and rules. Additional consideration will be given to candidates with experience placing and managing consortium contracts. Must have demonstrated leadership experience. Candidate should have experience maintaining a high level of customer service for both internal and external customers.

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, applicants 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