



STATE OF MARYLAND

**DHMH**

Maryland Department of Health and Mental Hygiene

## RECRUITMENT AND EXAMINATION ANNOUNCEMENT

**TITLE:** AGENCY PROCUREMENT SPECIALIST TRAINEE (0847) CD  
(Current vacancy at the Office of Procurement and Support Services, Baltimore, MD)

**SALARY:** \$31,610 - \$49,299 (Grade 12)

**CLOSING DATE:** February 16, 2010

**DESCRIPTION:** This position is responsible for entry-level work with solicitations, evaluations, negotiations, contracts, and agreement actions exceeding the delegated authority of facilities and headquarters units within the Maryland Department of Health and Mental Hygiene to ensure the Department's procurement of services is in accordance with the State Finance and Procurement Article, COMAR Title 21 and various policies and procedures established by the Board of Public Works, Department of Budget and Management and the Department of General Services. This incumbent will learn to provide guidance and direction to support staff during the Contract Fulfillment Team and entire procurement process. Individual works under the close supervision of Agency Procurement Specialist Supervisor and Lead.

### **MINIMUM QUALIFICATIONS:**

**EDUCATION:** Possession of a Bachelor's Degree from an accredited college or university.

**EXPERIENCE:** None

**NOTES:** 1. Candidates may substitute professional or paraprofessional contract management or procurement experience may be substituted on a year for year basis for up to four years of the required education.

2. Candidates may substitute any of the following written certifications, obtained through passing an examination for the required education: Certified Public Manager from the Association of Purchasing Management; Certified Professional Contracts Manager Contract Management Association; Certified Public Purchasing Officer or Certified Public Buyer from the Universal Public Purchasing Certification Council (National Governmental Purchasing, Inc. or National Association of State Purchasing

National  
from the National  
Professional  
Institute of  
Officers).

**LICENSES, REGISTRATIONS AND CERTIFICATES:** Employees in this classification may be assigned duties that require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

**PLEASE NOTE:** This is a **position specific** recruitment. The resulting eligibility list will be used to staff this position or function only. Interested persons need to re-apply for any future recruitment for this classification. Applicants certified to this list will remain eligible only for this particular position for a period of one year.

### ***An Equal Opportunity Employer***

Appropriate accommodations for individuals with disabilities are available upon request by calling:  
410-767-1251 or MD TTY Relay service 1-800-735-2258

**APPLY TO:** DHMH, Office of Human Resources' Recruitment & Selection Division, P.O. Box 22330, Baltimore, MD 21203-4330. Submit a Maryland State Application - Form MS-100 - **PLEASE NOTE:** Most of our recruitments are an evaluation and rating of an applicant's training and education submitted on the MS-100 and therefore, may not require a written test. For recorded job information, call: 410-767-6018. **Web address:** [www.dhmh.state.md.us/testing/selection/index.html](http://www.dhmh.state.md.us/testing/selection/index.html)