

DISTRICT ATTORNEYS COUNCIL

NOTICE OF JOB OPENING

Position: Procurement Officer

Division: Finance

Opening Date: May 12, 2016
Closing Date: Open until filled

Salary Range: \$32,000 to \$44,000 annually

**Submit Resume
& Cover Letter to:** District Attorneys Council
Amy Bruce
Human Resources Officer
421 NW 13th Street, Suite 290
Oklahoma City, OK 73103

Fax: 405-264-5099
Email: careers@dac.state.ok.us

Duties

- Responsible for agency procurement and acquisition needs
- Prepares various procurement activity reports
- Makes recommendations to management concerning products and services
- Advises agency personnel on purchasing procedures, policies, regulations and laws
- Prepares and creates purchase orders; organizes and maintains files
- Monitors encumbrances and prepares change orders as needed
- Composes and prepares routine correspondence and reports
- Maintains contracts for copiers, faxes, postage meter, and other equipment
- Holds P-Card and manages corresponding responsibilities
- Primary contact for equipment issues and maintenance
- Maintains adequate level of office supplies
- Other duties as assigned

Minimum Qualifications

- Self-motivated with good organizational skills
- Ability to communicate effectively, both orally and in writing
- Proficiency with PeopleSoft
- Proficiency with MS Office
- Bachelor's or associate's degree in business or a related field
- Preference will be given to applicants with CPO certification