

## **Division Director II Administration**

**STARTING ANNUAL SALARY PLUS BENEFITS: \$45,154.91**

**DEADLINE FOR RECEIVING APPLICATIONS: February 25, 2015**

*To apply for this position, please go to the State Personnel Board website ([www.mspb.ms.gov](http://www.mspb.ms.gov)) and submit an e-application. If you have any questions about the application process please call 601-576-6866.*

This position is located in the Administration Division at the Mississippi Department of Archives and History. This is professional work and the incumbent will be responsible for formulating, planning, directing and implementing activities at the agency for purchasing, contract management and accounts payable functions responsible for paying all department expenses. This position will also be responsible for assisting with the management of property and fleet management.

Duties will include, but not be limited to, the following:

- formulates policies, rules, and regulations for purchasing procedures
- responsible for purchasing program and payment of vendors for the Department
- ensures Department is complying with all applicable laws, rules and regulations relating to contract management and payment of contracts
- prepare complex specifications, legal advertisements, formal bid invitations, RFP's and evaluate
- obtains price quotes as required by laws, rules and regulations
- manages inventory to ensure adequate levels of basic office supplies are available
- assist in management of acquisition, accountability, assignment, maintenance and disposal of agency property
- assist in management of agency fleet by maintaining logs, assignment of vehicles and periodic maintenance of vehicles

The ideal candidate will be a Certified Mississippi Purchasing Agent. Additional certifications preferred are Certified Public Procurement Officer, Certified Public Buyer and/or Certified Professional Property Manager.

**Education and experience must meet one of the following criteria:**

- Master's degree from an accredited four-year college or university and six (6) years' experience, two (2) years must have been line or functional administrative or advance supervision.

or

- Bachelor's degree from an accredited four-year college or university and seven (7) years' experience, two (2) years must have been line or functional administrative or advance supervision.

MDAH is an Equal Opportunity Employer.