

Staff Officer I, Purchasing Officer **Administration**

Starting annual salary: \$42,492.63

Application deadline: May 5, 2021

This position is located in the finance office of the Mississippi Department of Archives and History. The responsibilities for this position include procurement and property management as well as other required duties.

Procurement responsibilities include:

- Ensure that MDAH is complying with all applicable laws, rules and regulations related to procurement. This includes rules and procedures established the Mississippi Code, the Department of Finance and Administration (DFA), and the Department of Information Technology Services (ITS).
- Process purchase requests from agency departments to create purchase orders.
- Assist departments to identify items available on state contracts.
- Assist departments to create new vendor numbers in MAGIC.
- Assist departments to obtain price quotes as required by laws, rules and regulations.
- Coordinate formal bid process by advertising for proposals and/or soliciting bids on various agency projects.

Property management responsibilities include:

- Assist in the acquisition, accountability, assignment, maintenance and disposal of agency property.
- Assist to assign an inventory number and appropriate location code to all new property acquisitions.
- Work as MDAH liaison for annual property audits from the Office of the State Auditor.

Other duties include:

- Enter cash receipt documents in MAGIC for any checks received by the department that do not go through clearing accounts.
- Receive monthly P-card statement support details from department representatives and organize for payment processing.
- Assist accounts payable staff by coding invoices and with proper cost centers, vendor numbers, and general ledger accounts.

Education and experience must meet one the following criteria:

- A Master's Degree from an accredited four-year college or university and five years of related experience,
- A Bachelor's Degree from an accredited four-year college or university and six years of related experience.



JOB ANNOUNCEMENT

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Preferred qualifications:

- Completion of the Certified Mississippi Purchasing Agent program through the Mississippi Department of Finance and Administration.

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6866.

The Mississippi Department of Archives and History is an equal opportunity employer.