

COMMISSIONERS OF THE LAND OFFICE

POSITION ANNOUNCEMENT

The following unclassified position is announced. This position is in the Financial Services Division.

Job Title: Procurement Specialist
Annual Salary Range: \$50,000 - \$60,000 based on education and experience

The Secretary for the Commissioners of the Land Office ("CLO") seeks applicants for the position of Procurement Specialist in the Financial Services Division.

The position reports directly to the Assistant Director of the Financial Services Division. The successful candidate must have a bachelor's degree in accounting, business, finance or a closely related field or at least three years of experience involving contracting and purchasing; or an equivalent combination of education and experience. Experience should include the following procedures: sending out invitations to bid and making telephone bids, evaluating bids or telephone price quotes, awarding contracts and/or issuing purchase orders, working with users, and understanding their needs and requirements and assuming the responsibility for the correct evaluation and determination of bids and proposals. Successful candidate must possess or obtain certification as a Certified Procurement Officer (CPO) no later than ninety (90) from the date of appointment.

Excellent oral, written and interpersonal skills; ability to deal with and work in a multi-cultural environment; self-motivated with strong organizational skills, thoroughness, and attention to detail, as evidenced through prior experience; ability to set priorities and organize time efficiently; ability to handle multiple demands.

Preference may be given to candidates:

- Individuals who have expert knowledge of Title 74 – Central Purchasing Act and 260:115 Administrative Rules; and perform job duties in compliance with statutes.
- Knowledge and application of appropriate procurement ethics in all duties.
- Experience using computers and computer programs including but not limited to Microsoft Word, Excel, and Outlook. Prior experience in Oracle / Peoplesoft systems beneficial to this position.

Application Procedure

All applicants must submit a cover letter, resume and CLO employment application (found at <https://clo.ok.gov/wp-content/uploads/2019/04/CLO-Employment-Application.pdf>) to:

**Karen Johnson, Chief Financial Officer Commissioners
of the Land Office
204 N. Robinson, Suite 900
Oklahoma City, OK 73102
clo.accounting@clo.ok.gov
(405) 521-4000**

Announcement Date: October 13, 2021

Closing Date: 4:30 pm October 29, 2021 (or until filled)

Note: This position has been opened to outside applicants (non-CLO employees).
The Commissioners of the Land Office is an Equal Opportunity Employer.

Procurement Specialist Financial Services

The Commissioners of the Land Office (Land Office) is an Oklahoma State Agency created by the original Oklahoma Constitution. The Land Office administers the school land trust funds to produce income for the support and maintenance of the common schools and the schools of higher education. The Land Office is in charge funds and proceeds derived from the sale, rental, disposal and management of school lands and other public lands under the rules and regulations prescribed by the Oklahoma legislature.

This position will be the agency's primary Certified Procurement Officer (CPO) and will be assigned responsibility for the acquisition of goods and services for the agency.

Typical Functions:

The following represents the essential functions of this position. Additional duties may also be assigned and be essential to the successful performance of this position.

Duties

- Responsible for agency procurement and acquisition needs
- Prepares various procurement activity reports
- Makes recommendations to management concerning products, services, and processes
- Updates and monitors agency purchasing and p-card procedures
- Assists agency personnel and vendors through the state vendor registration process
- Advises agency personnel on purchasing procedures, policies, regulations, and laws
- Prepares and creates purchase orders; organizes and maintains files
- Reviews specifications and requisitions developed by other divisions of the agency; determines method of acquisition
- Assists in the preparation and revision of specifications, technical bid documents, and requests for proposals; schedules and assigns closing dates for bid replies
- Assembles, tabulates, and summarizes competitive bid replies
- Organizes and maintains contract records until final disposition
- Monitors encumbrances and prepares change orders as needed
- Composes and prepares routine correspondence and reports
- Holds P-Card and manages corresponding responsibilities
- Coordinates Annual Professional Service Evaluation submission
- Reviews project procurement and creates purchase orders for the agency's Soil Conservation program .
- Other duties as assigned

Equal Employment

The Land Office is an equal employment opportunity employer. All individuals are welcome to seek employment regardless of race, sex, color, age, national origin, genetic information, religion, or disability, so long as the disability does not render the person unable to do the work for which employed.