PROCUREMENT OFFICER – Position# K0241266

If you’re looking for a rewarding career, working alongside dedicated colleagues in a conservation agency, you’ll feel right at home with the Kansas Department of Wildlife and Parks (KDWP). As a member of the KDWP team, you’ll work together with other administrative staff supporting Kansas conservation and recreational professionals, ensuring our citizens enjoy and appreciate the state’s diverse natural resources. KDWP offers competitive pay; paid sick, vacation, maternity and paternity leave; first day health insurance; and retirement benefits.

We welcome diversity because a diverse workforce makes us stronger. Please take a moment to read the job announcement below and consider the possibilities.

This unclassified, full-time position is located in the Accounting Section of the Office of the Secretary, Topeka, KS and is directly supervised by Joy Duncan, Chief of Fiscal Operations.

This is specialized purchasing and contract administration work. Work includes the development of statewide, multi-agency contracts; or supervising or overseeing the purchasing and contract work in an agency that has purchasing authority. This position also analyzes financial information and other financial activities within the organization. The incumbent prepares bids and awards contracts for the procurement of product and service needs of the agency. The work involves the solicitation and review of bids, evaluations of products and services, preparation of contracts and the development of standard specifications and requisitions for products and services; determine ways to justify exceptions, sole sources, and prior authorizations when emergencies occur.

The individual is responsible for preparing and fine-tuning bids using the information that was provided by employee needing item; mail, fax, or telephone for solicitation of bids on quotation requests; open, tabulate and look at bid tabulations and see differences in specifications and justification for award in absence of Procurement Officer III.

The incumbent will provide assistance to other fiscal accountants with tasks including travel and expense, BPC, interfunds, requisitions, and audit and voucher approvals when needed.

**BENEFITS:** Beginning annual salary, $55,000 - $60,000; immediate group health and life insurance coverage; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

**MINIMUM REQUIREMENTS:** High school diploma or equivalent. Two years of experience in professional accounting/auditing work and in procuring commodities and services which includes preparing order specifications, estimates, bids, contracts and awarding contracts. Education may be substituted for experience as determined relevant by the agency. Preference given to individuals with knowledge of state contracting laws, regulations and procedures as well as purchasing methods and procedures and office practices and procedures. The successful candidate must pass a background check. Must possess and maintain a valid driver’s license.
HOW TO APPLY: Go to the State Employment Center at https://admin.ks.gov/services/state-employment-center and follow the directions below:

- Click in the middle under the Sunflower. From there either Sign into your existing account or Register for a new account.
- Review and complete your contact information on the My Contact Information page. Please make sure to include your email address.
- Upload documents listed in the Required Documents section of this job posting to the appropriate location.
- Complete and Submit your application.
- Check your email and My Job Notifications for written communications from the Recruiter.
  - Email - the email listed on the Careers>My Contact Information page.
  - Notifications - view the Careers>My Job Notifications page

The following are the required items to apply:

1) a letter of interest
2) a detailed resume; including a valid e-mail address
3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
4) employment application -this is generated automatically based on the information input into the system
5) an Authorization to Release Information form** (this can be found at the following website): https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info

**Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans’ Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a “veteran” under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans’ preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at https://admin.ks.gov/services/state-employment_center/veterans. Applicants claiming veterans’ preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

DEADLINE TO APPLY – Open until filled

The State of Kansas is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.