

## Greg Dwight

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**From:** spo  
**Sent:** Tuesday, September 28, 2010 7:32 AM  
**To:** spo  
**Subject:** SPO ALERT - Job Announcement - Arizona Deputy State Procurement Administrator

### SPO ALERT

**Date:** September 28, 2010

**To:** State Agency Chief Procurement Officers, Cooperative Program Membership

**From:** State Procurement Office

**Re:** Arizona Deputy State Procurement Administrator

**\*\*THIS POSITION WILL REMAIN OPEN UNTIL FILLED.\*\***

Job Announcement  
Arizona Deputy State Procurement Administrator

The State of Arizona is seeking a highly skilled administrator with outstanding leadership skills to oversee the day-to-day management processes to include procurement compliance, outreach, and procurement automation within the State Procurement Office. This position has unlimited delegation authority, second only to the State Procurement Administrator and acts on behalf of the State's Chief Procurement Officer in their absence.

### Job Summary

The Deputy State Procurement Administrator will be responsible for:

- \*Assisting strategic planning for all statewide contracting and contracts administration
- \*Assisting with the administration of procurement compliance, procurement outreach programs, procurement reporting, and procurement policy and procedures
- \*Participating in purchasing, contracting and contracts administration for the Arizona Department of Administration
- \*Assisting with the administration of the State's electronic procurement system
- \*Providing leadership and supervision for staffing and budget
- \*Assisting with administration of complex goods and services contracts on behalf of select state agencies/boards/commissions, multiple state agencies and eligible political subdivision, non-profit education institutions and public health organizations in accordance with requirements set forth in the Arizona Procurement Code.
- \*Supporting customer activities; assisting with technical/contract administration assistance, consultation, negotiations and dispute resolution services on behalf of customer agencies
- \*Serving in the capacity of the State Procurement Administrator when absent or authorized with delegated authority to approve a number of procurement activities

### Required Qualifications

- \*Bachelor's Degree in Business or appropriately related field
- \*Minimum of two (2) years management experience over fully delegated government procurement
- \*Ability to assimilate large quantities of government programmatic, industry-specific and technical materials,

detail-oriented; ability to adapt to a fast-paced environment with changing priorities

\*Ability to make sound, ethical business decisions pertaining to contract and contract law issues on behalf of the State as well as those pertaining to assigned personnel

\*Clear evidence of leadership and organizational management skills

\*Superior written and verbal communication skills

\*Knowledge of public administration, government and executive management. Government procurement, purchasing techniques and source selection methodologies, strategic sourcing concepts and practices, contract formation and administration, applicable state and federal laws pertinent to government procurement specifically Arizona Revised Statutes and the Arizona Procurement Code, centralized and cooperative procurement organizational structures, administrative rules, applicable business law (e.g. Uniform Commercial Code, etc.), marketing and sales techniques, human resources, and knowledge of industries of specialization.

### **Preferred Qualifications**

\*Graduate degree in Public or Business Administration or similar degree

\*Professional Certification such as CPPO, CPPB or C.P.M.

\*Experience in centralized government procurement and intergovernmental cooperative procurement strongly preferred; with a minimum five (5) years delegated government procurement experience or similar combination of experience

\*Experience with strategic planning and budgeting

This position is not covered under the Arizona State Personnel System with an anticipated salary range of \$53,595 - \$92,002 and an outstanding comprehensive benefits package.

Please apply on-line at [www.azstatejobs.gov](http://www.azstatejobs.gov) with a cover letter and resume.

\*All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.

AA/EOE

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online at <http://spo.az.gov>