



**Maine Department of Transportation
Direct Hire Vacancy Announcement
Procurement & Contracting Specialist**

Bulletin 13-12

CODE: 0234

RANGE: 17 (\$27,851.20-\$36,899.20 annually)

Value of State-paid Health & Dental Insurance

\$359.27 bi-weekly: Less than or equal to \$30,000.00 – 5% Employee Contribution of Premium

\$341.08 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State's share of employee's retirement: 11.54% of pay

SEARCH OPENED: 02/13/13

CONTACT: Jean Higgins

CLOSING DATE: 02/27/13; 5:00 p.m.

TELEPHONE: (207) 624-3675

POSITION TYPE: Permanent full-time **LOCATION:** Augusta **POSITION #:** 2694

BUREAU/DIVISION: Contract Procurement Office

JOB DESCRIPTION: This position reports to the Contract Procurement Office (CPO) which serves as the contracting resource for non-construction services for MaineDOT. This position will develop and administer contracts and agreements for service and commodities required by the MaineDOT. This position will be responsible for ensuring that all State and Federal contracting requirements regarding procurement and administration are satisfied. The incumbent will be required to monitor their own portfolio of contracts and agreements in order to appropriately amend when necessary. In addition this position will be responsible for the entry of contract/agreement information into the contract database as well as the monthly processing of invoices. The incumbent must be well organized and be able to work in a fast paced environment, work independently and enjoy being part of a team.

MINIMUM QUALIFICATIONS: A minimum of four (4) years training, education, and/or experience in business administration, purchasing, or a related field. ***Preference will be given to:*** candidates with procurement experience that includes; contract development, invoice processing, consultant/vendor communications, RFP/RFQ development and analysis, negotiations, and meeting facilitation. Experience in Excel and Microsoft Word, along with basic math skills are necessary.

SELECTION PROCESS: Applicants must forward a cover letter, current resume, completed Direct Hire application: MaineDOT, Human Resources, Attn: Jean Higgins, 16 State House Station, Augusta, ME 04333-0016, no later than 5:00 p.m., Wednesday, February 27, 2013. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact Jean Higgins at 207-624-3675 to be interviewed along with certified candidates. Specific job related questions may be directed to Debora B. Farrell at (207)624-3324. Applications are available by calling (207)624-3050 and on the MaineDOT website: www.maine.gov/mdot.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

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