

Worcester County Job Opportunities

DEPARTMENT: COUNTY ADMINISTRATION

JOB TITLE: PROCUREMENT OFFICER

COMPENSATION: NON-CLASSIFIED \$95,000 TO \$115,000*
* SALARY MAY BE HIGHER BASED ON QUALIFICATIONS

WORK LOCATION: WORCESTER COUNTY GOVERNMENT CENTER, ONE WEST MARKET ST.
SNOW HILL, MD

WORK SCHEDULE: MONDAY TO FRIDAY, 8:00AM TO 4:30PM, IN THE OFFICE

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This position reports directly to the Deputy Chief Administrative Officer and is responsible for executing the County's procurement strategy including but not limited to sourcing, procurement, contract administration, inventory management, vendor management, request for proposals, bid administration, legal advertisement, and other duties as assigned.

GENERAL REQUIREMENTS:

- Successfully pass pre-employment background check
- Essential personnel subject to emergency call-back with little or to no notice
- Ability to work days, evenings, weekends, and holidays as needed

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Executes the County's procurement strategy as a professional representative of the County
- Ensures procurement processes and procedures are followed including county codes/laws, state laws, and applicable policies
- Prepares specifications, contracts, agreements, policies, and procedures
- Prepares, receives, and evaluates bids and quotations for purchases of equipment, supplies, commodities, and services to support county operations
- Ensures legal advertisement is completed timely and in accordance with code/policies
- Researches new vendors, supplies, products, technology, and service delivery methods to optimize expenses and operations
- Works with departments to analyze needs, source products/services, and effectively manage inventories
- Negotiates with vendors within the guidance of the County Commissioners, County Attorney, and County code and regulations
- Presents recommendations to staff and County Commissioners for approval
- Works with local, state, and regional purchasing cooperatives and associations to leverage spend and utilize economies of scale
- Works with Departments to prepare and manage spend to ensure it is within budget and follows financial rules and regulations
- Works with current and potential vendors for cost reductions
- Provides data and information to Departments and Auditors regarding procurement activities
- Remains apprised of market conditions that may affect County operations
- Prepares requests for information and reports as needed
- Tracks procurement savings
- Manage and administer the County's Purchasing Card program

- Learn new technology as necessary
- Completes assigned tasks accurately and by established deadlines
- Cross train and back up other staff as needed
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, vendors, and the general public using tact, discretion, sound judgment, and professionalism
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to the Worcester County Government Personnel Rules & Regulations
- Performs other related duties as assigned by Deputy Chief Administrative Officer or the Chief Administrative Officer

QUALIFICATIONS AND SKILLS:

- Bachelor's degree preferred
- At least five (5) years of experience in Purchasing or Procurement roles
- Certified Public Purchasing Officer (CPPO) OR Certified Professional Public Buyer (CPPB) designation preferred
- Experience with sourcing, supply management, inventory management, inventory control, and procurement
- Experience with state and national sourcing contracts
- Ability to calculate numbers accurately (discounts, interest, commissions, proportion, percentages, etc.)
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to analyze situations, define issues, and make decisions
- Possess advanced analytical skills and the ability to prepare reports as required
- Experience writing contracts and interpreting contract language
- Ability to work in a fast-paced environment with interruptions
- Self-starter that takes initiative and has a sense of urgency
- Must have a team-oriented work ethic and the ability to collaborate
- Ability to perform work correctly, accurately, and consistently
- Ability to work with and carry-out the directives and policies of the County Commissioners
- Possess above-average oral, written and interpersonal communication skills necessary to perform essential duties and work harmoniously with coworkers, vendors, officials, the public and other government agencies using tact and discretion, exercise initiative, resourcefulness, and sound judgment
- Ability to communicate effectively in writing and verbally with coworkers, officials, and the public
- Proficient computer skills in Microsoft Office Suite programs sufficient to create, implement and maintain detailed spreadsheets with formulas, presentations, correspondence & records
- Ability to work independently and effectively with limited supervision.
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality
- Ability to follow verbal and written instructions, and directions; keep records and logs; complete written forms accurately
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to meet deadlines timely
- Experience with New World and Docuware preferred

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 20 lbs. No known significant hazard risk. May do some work outside when assessing assets and viewing equipment.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.