



Opening date: 08/09/21

Closing date: 08/30/21

401 S. Spring Street
William Stratton Building
Suite 515
Springfield, IL 62706

POSITION POSTING

State Purchasing Officer

Number of vacancies: 2

Salary Range: \$4,500 - \$6,667 Monthly

Salary range shown is only to be used as a guide; actual salary will be determined at the time of hire.

The Executive Ethics Commission (EEC) of the State of Illinois is seeking applicants for the position of State Purchasing Officer (SPO) with the Chief Procurement Office for General Services (CPO-GS). You may find detailed information about the Chief Procurement Office of General Services on their webpage: <https://www2.illinois.gov/cpo/general/Pages/default.aspx>. The EEC is also seeking applicants for the position of State Purchasing Officer (SPO) with the Chief Procurement Office for Higher Education. You may find detailed information about the Chief Procurement Office of Higher Education on their webpage: <https://www2.illinois.gov/sites/cpo-he/Pages/default.aspx>.

The EEC is a nine-member commission. Five commissioners are appointed by the Governor, and one commissioner each is appointed from the Attorney General, Secretary of State, Comptroller, and Treasurer. The Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity by facilitating compliance, implementation, and enforcement of the State Officials and Employee Ethics Act. The Commission is responsible for appointing chief procurement officers (CPOs). The CPOs are subject-matter experts on procurement and maintain their independence on procurement decisions as set forth in the Illinois Procurement Code.

The Chief Procurement Officers are under the umbrella of the Executive Ethics Commission, a state agency consisting of nine members. The EEC appoints the CPOs, subject to Senate confirmation, and provides staff and other support in furtherance of the independent procurement role of the Chief Procurement Officer. The CPO-GS ensures that more than \$7 billion in procurements from agencies under the auspices of the Governor conduct fair, transparent, accountable and are in the best interest of the State. The Chief Procurement Office of Higher Education ensures that procurements conducted by the State's public universities are fair, transparent, accountable, and are in the best interest of the State.

State Purchasing Officers (SPO) are appointed to a 5-year term by the Chief Procurement Officer (CPO) which may include a probationary period of up to one-year as Acting SPO. The SPO's procurement authority is derived from the CPO, enabling this position to help meet the legitimate needs of the agency/university through a well-run procurement organization.

Responsibilities include:

- Represent the CPO at the agency/university level.
- Exercise the Chief Procurement Officer's procurement authority at the agency/university level, including but not limited to reviewing and approving procurements at various stages of the process.
- At the direction of the Chief Procurement Officer, the State Purchasing Officer may be assigned responsibility to approve or reject contracts for the agency/university.
- Initiate procurement planning and development activities and establishes appropriate activity schedules. Reviews procurement transactions in our e-Procurement system, BidBuy, to grant or deny approval at various stages of the procurement process.
- Conduct or assist with the routine procurement activities of the agency/university on a regular and ad hoc basis.
- Maintain communication between agency procurement staff, agency management, and program unit staff to help ensure that program needs are met and that all staff members involved in the purchasing process staff are aware of and are following the procurement process.
- Review and analyze activities making recommendations for process improvements.
- Institute necessary training to further the understanding of the procurement process including but not limited to the identification of procurement method, drafting of specifications, evaluation, award, contracting, procurement file documentation and procurement systems processes for agency staff development on a regular or ad hoc basis.
- Prepare reports necessary for the management and understanding of agency procurement activities. Ensure procurement activities are properly documented to meet legal and other requirements.
- Work with the Procurement Compliance Monitors as directed by the Executive Ethics Commission, or as is necessary and appropriate, to ensure procurement activities comply with laws, rules, policies, and procedures.

Required Experience

- Bachelor level degree from accredited college or agency/university, preferably with courses in business, procurement, supply chain management, public administration, political science, pre-law, communications, or other disciplines related to the work of the Chief Procurement Office of General Services of the Chief Procurement Office of Higher Education. Equivalent degree or non-degree education, or education plus relevant professional experience may be considered.
- Ability to effectively communicate information and ideas verbally and in writing so others will understand.
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Must be skilled at using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, and approaches to problems.
- Ability to encourage and build mutual trust, respect, and cooperation among team members.
- Must be skilled in management of one's own time and able to work independently.
- This position may also focus on procurement training and special programs, including but not limited to small business, veterans and BEP. Duties will include outreach in furtherance of the programs and periodic travel will be required.
- The SPO is appointed by the Chief Procurement Officer to a term of five years beginning on the date of the officer's appointment. By law, the SPO must be able to receive certification by the Universal Public

Procurement Certification Council (UPPCC) or the Institute for Supply Management (ISM) within 30 months of appointment. Prerequisites to testing for certification include:

UPPCC:

• **With a Degree:**

- (Completion of a 2-year, post-secondary education program that results in a degree, diploma, or certificate):
- 3 years of experience within the previous 10 years. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector)
- 72 contacts hours of procurement-related coursework/training completed within the previous 10 years

Without a Degree:

- 5 years of experience within the previous 10 years. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector)
- 72 contacts hours of procurement-related coursework/training completed within the previous 10 years
- For detailed information on becoming certified with UPPCC please visit <https://www.uppcc.org/Certification>

• **ISM:**

- Three years of full-time, professional supply management experience (nonclerical and nonsupport) with a bachelor's degree from a regionally accredited institution or international equivalent; or
- Five years of full-time, professional supply management experience (nonclerical and nonsupport) without a qualified bachelor's degree.
- For detailed information on becoming certified with ISM please visit :ISM - Certification - Certification Process.

Preferable Experience:

- At least 3 years of experience in public administration, preferably State government, and procurement processes.
- At least 3 years of experience in public administration with the Illinois Procurement Code as a substantial focus.
- Current certification by the Universal Public Procurement Certification Council as a Certified Professional Public Buyer or as a Certified Public Procurement Officer.
- Experience in using an Enterprise Resource Planning (ERP) or electronic procurement system.

Office Information:

The State Purchasing Officer will report to one either the Chief Procurement Officer of General Services or the Chief Procurement Officer of Higher Education. The position will work in a collaborative environment, interacting with agency/university and other state employees and the public via email, telephone, and in person. The work location is an office setting, requiring business casual or business dress attire

The work location will be an office setting, requiring business casual or business dress attire. The exact location will be determined upon assignment. The EEC is located at 401 South Spring Street, William Stratton Building, Room 515, Springfield, Illinois 62706. We are currently working remotely in response to the COVID-19 pandemic.

Work Hours:

This is a full-time position with a typical work week consisting of 37 ½ hours per work during normal business hours. The EEC currently offers several flexible work schedule options.

Benefits:

This position is eligible to be a member of the State of Illinois Group Insurance program with health, dental, vision, and life insurance coverage options. Additionally, this position will earn 12 paid sick days per calendar year, a minimum of 10 paid vacation days per calendar year, 3 paid personal days per calendar year, and 12 paid state holidays per calendar year, prorated based on start date.

How to Apply:

Email the following to EEC.HR.Requests@illinois.gov subject line “State Purchasing Officer” by 4:30 p.m. on Monday August 30, 2021:

- Letter of interest, ranking the order of interest between the Chief Procurement Office of General Service and the Chief Procurement Office of Higher Education. The letter must also include and explanation of how your training, experience, and/or coursework qualify you for this position and
- Resume.

Agency Contact: Denysha Crawford, EEC Human Resource Representative: 217-558-1393 or
EEC.HR.Requests@illinois.gov

NOTE: This is a non-code position. This position is not subject to collective bargaining and does not require a current grade from Central Management Services.

The Chief Procurement Office and the Executive Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. Please contact the Human Resources Office with requests for reasonable accommodations. The Equal Employment Opportunity / American with Disabilities Act Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EEO/ADA Officer at 401 S. Spring St, Room 515, Springfield, Illinois, 62706, or by calling (217) 558-1393.