



**Applicants who applied for the Deputy Director of Procurement and Contract Administration do not need to reapply. Those applicants deemed qualified will be considered for this position.**

<b>Opening Date:</b>	July 17, 2009	<b>Closing Date:</b>	Open until filled
<b>Job Title:</b>	Executive Director, Procurement and Contract Administration	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000413	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Administrative Office of the Courts Procurement and Contract Administration Annapolis, Maryland	<b>Grade/Entry Range:</b>	S09 \$82,483 - \$98,890 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	Yes

**Regular State employees subject to promotion/demotion policy**

**Essential Functions:** The Director of Procurement and Contract Administration is responsible for developing and directing the procurement, contract and general services functions for the Maryland Judiciary. These responsibilities include the oversight of all contract preparation and negotiations, asset and inventory management, warehouse management and the Judiciary's fleet management. Duties include planning and implementing policies and procedures, developing the budget, managing staff and programs, and establishing goals in compliance with the Judiciary's mission. The Director's major focus is the delivery of efficient and cost effective general services programs including the development of comprehensive purchasing agreements and annual blanket contracts, as well as the identification and implementation of comprehensive and integrated, cost-effective, customer responsive and legally sound standards, policies and practices. The position will serve as the liaison to officials within the Judiciary as well as public and private sector organizations to streamline operations and services, develop effective working relationships, resolve issues, and participate in broad procurement and general services programs. The position will participate in the procurement processes and projects as well as write and negotiate contracts as necessary.

**Education:** Bachelor's Degree in Business, Public Administration, Finance or a related field from an accredited college or university.

**Experience:** Eight years of progressively responsible professional experience with procurement and contract administration or in the general services field which includes five years at the managerial or senior level and three years of specific experience in contract negotiation, procurement, and inventory management experience.

**Note:** Professional experience as defined above may be substituted on a year for year basis for the required education.

**Preferred:** Advanced Degree and Experience in Government procurement and contract administration.

**Skills/Abilities:** Demonstrated knowledge of high level procurement and contract administration duties such as: drafting specifications and solicitations; conducting pre-bid conferences and complex procurement project evaluations; vendor presentations; and debriefing of unsuccessful bidders. Demonstrated knowledge of and proficiency in the use of automated systems, especially those that relate to financial and inventory management. Working knowledge of a wide range of business technology and software, including word processing, spreadsheet databases and email applications. Demonstrated excellent oral and written communication and interpersonal skills. Ability to effectively deal with sensitive situations, to provide effective explanations and information to all levels of managers and staff, as well as manage and resolve conflicts in group and individual situations. Demonstrated leadership skills, to include: good decision making; problem solving; and analytical and interpretive skills. Ability to develop and implement short and long term plans, to set priorities, complete multiple activities simultaneously and within deadlines, and to demonstrate flexibility to deal effectively with change. Ability to read and apply laws, procedures and regulations, to exercise both independent judgment and a good understanding of established objectives and workings of the organization in the interpretation of laws, the determination of a course of action, and the identification of potential issues. Demonstrated sound statistical, mathematical, and financial management skills, which may include accounting or budget management experience. Demonstrated ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**