

## Assistant Agency Purchasing Officer

This position is responsible for providing overall support to the Agency Purchasing Officer (“APO”) regarding procurement and related contract activities in accordance with Illinois law and Authority policies and procedures. Essential functions include providing support on all aspects of the Authority’s Small Purchases Procedures (for non-IT related procurements) including, but not limited to, working directly with departments to draft requests for quotes, soliciting quotes from vendors, completing small business waiver requests, and working with the State procurement professionals on any necessary approvals; coordinating all aspects of the Authority’s IT department small purchases and statewide master contract purchases completing applicable checklists and maintaining procurement file documents; processing contracts and tracking key dates and information within SharePoint; inputting and tracking requisitions and purchases orders; working with Authority staff to establish Procurement Communications Reporting login information; providing support to the APO in complex procurement activities, as needed, including but not limited to the drafting of specifications, evaluation, award, contracting and documentation; providing support to the APO with any necessary procurement training for Authority staff; working in appropriate state systems including but not limited to the Illinois Procurement Bulletin, the Illinois Procurement Gateway, and BidBuy; coordinating with prospective vendors regarding disclosures, certifications and other documentation needed to do business with the Authority; providing support with any and all procurement reporting.

### Education & Experience Requirements:

Bachelor’s degree or equivalent experience. Minimum of 2 years purchasing experience, preferably with government procurement. Experience with IT related procurements preferred. Strong prioritization, organizational and communication (oral and written) skills. . Proficient computer skills, including Microsoft Word, Excel and SharePoint. Ability to work independently and meet time-sensitive deadlines. Understanding of the Illinois Procurement Code, 30 ILCS 500 and other applicable law and state procurement policies preferred.

Excellent benefits package, including 401 (k); immediate vesting.

To Apply:

Submit resume to:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=189779&lang=en\\_US&source=CC2](https://workforcenow.adp.com/jobs/apply/posting.html?client=ihda&jobId=189779&lang=en_US&source=CC2)

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