

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY  
STATE CONTRACTING STANDARDS BOARD  
JOB OPPORTUNITY  
CHIEF PROCUREMENT OFFICER  
PCN 96098 JOB CLASS 7756**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public (see NOTE A)  
**Location:** 999 Asylum Avenue, Hartford, CT  
**Hours:** 40 Hrs. per week F/T  
**Salary:** EX-03: Annual \$98,327 - \$159,509  
**Closing Date:** December 16, 2013 – must be received no later than 5 PM

The State of Connecticut seeks a Chief Procurement Officer for the State Contracting Standards Board within the Office of Governmental Accountability. The administrative and management position is filled by appointment of the State Contracting Standards Board and is accountable for implementing the policies and programs of the board. Appointment is for a term not to exceed six years unless reappointed in accordance with Section 4e-2 of the Connecticut General Statutes.

The Chief Procurement Officer will: coordinate, plan and manage board activities; formulate program goals and objectives; develop or assist in developing related policy; interpret and administer pertinent laws; maintain contact with individuals both within and outside the board who might impact upon program activities; implement and enforce policies of the board relating to procurement including oversight, investigation, auditing, agency procurement certification, procurement and project management training; ensure application of policies with respect to screening and evaluating current and prospective contractors; recommend best practices and provide operational and administrative assistance to state agencies in violation of contracting standards; oversee state contracting agency compliance with provisions of statutes and regulations concerning procurement; review and monitor the procurement processes of each state contracting agency, quasi-public agency, and institution of higher education; monitor and assess the performance of subordinate staff; serve as Chairperson of the Contracting Standards Advisory Council and as Chairperson and ex-officio member of the Vendor and Citizen Advisory Panel; perform related duties as required. The Chief Procurement Officer may draft legislation.

**Required Knowledge, Skills and Abilities:**

- Knowledge of public administration, government and executive management; knowledge of Government procurement and purchasing techniques and source selection methodologies, strategic sourcing concepts and practices, contract formation and administration, applicable state and federal laws, applicable business law (e.g. Uniform Commercial Code), and marketing and sales techniques; knowledge of automated e-Procurement and Accounts Payable systems (such as PeopleSoft).
- Strong skills in developing and implementing sourcing strategies for multiple supply categories; superior verbal and written communications skills (including business and technical writing); superior presentation skills.
- Demonstrated ability to facilitate effective business relationships between diverse groups, including the ability to maintain trust and mutual respect among senior level personnel, customers, staff, and government entities.
- Demonstrated ability to interpret and explain complex statutes, policies, and codes; and to conduct research and analyze findings.

**Education and Experience:**

- A bachelor's degree from an accredited university with an emphasis in public or business administration, supply chain management or a related business field.
- Senior-level experience involving specifications, statements of work, requests for proposals and solicitations, contract formation and/or administration, and electronic procurement systems (such experience in a government setting is preferred).

**NOTE (A):** According to C.G.S. Sec. 4e-2(2)(a), no employee of the State Contracting Standards Board shall hold another state or a municipal position, and no non-clerical employee of the board or any spouse, child, stepchild, parent or sibling of such employee, shall be associated with an enterprise that does business with the state. As defined in C.G.S. Sec. 1-79, "business association" means any sole proprietorship, partnership, firm, corporation, trust or other entity through which business for profit or not-for-profit is conducted in which the state employee or member of his immediate family is a director, officer, owner, limited or general partner, beneficiary of a trust or holder of stock constituting five per cent or more of the total outstanding stock of any class. (A state employee, or member of his immediate family, shall not be deemed to be associated with a not-for-profit entity if that individual is an unpaid director or officer. Officer refers only to the president, executive or senior vice president or treasurer of such business). Therefore, consider if any part of these statutes pertain to you before submitting your application.

Application Instructions: Qualified candidates who meet the above requirements should submit via mail, fax or email, a cover letter, resume, and the required CT-HR-12 State Employees Application available online at <http://www.das.state.ct.us/HR/Forms/ct-her-12-application.pdf> to:

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY**  
**Human Resources – ATTN: PCN 96098**  
**18-20 Trinity Street, 5<sup>th</sup> Floor,**  
**Hartford, CT 06106**

**Preferred method of submission:** by secure Fax to 860-622-4927 or attached to e-mail sent to [OGA.HR@ct.gov](mailto:OGA.HR@ct.gov).  
Refer to PCN 96098

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.