



Office of the Attorney General
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

REPOST
JOB ANNOUNCEMENT
CONTRACT MANAGER

Posting Date: April 23, 2021

Closing Date: May 7, 2021

Job Title: Contract Manager (Administrator III)

Position Type: Regular Full Time

Location: Office of the Attorney General, Fiscal and Personnel Unit
200 St. Paul Place, Baltimore, MD 21201

Description: The Office of the Attorney General, is seeking applicants for a Contract Manager position. The Contract Manager will work with the Director of Administration and agency stakeholders in all phases of the procurement of services and equipment for the agency, including development of specifications, setting of MBE and VSBE goals, determining type of procurement (e.g. PPN, SBR, sole source, RFP, IFB etc.), posting solicitations, purchase orders, and awards. The Contract Manager tracks and monitors contract usage to assist the Director of Administration in budget preparation and fiscal year end closing. The Contract Manager acts as the PPN, MBE, VSBE, and SBR liaison and is responsible for quarterly and annual reporting. The Contract Manager also performs fiscal, personnel and administrative duties including but not limited to property management, security awareness, forms management and records management.

Education: A Bachelor's degree from an accredited college or university.

Experience: The ideal candidate will have two years of experience in contract management or procurement involving duties such as soliciting, evaluation, negotiating and awarding contracts and ensuring compliance with governmental procurement laws, regulations and conditions. Applicants shall have a working knowledge of Microsoft Office Excel or comparable spreadsheet skills, strong organizational skills, detailed-oriented, ability to work at consistently high pace. Preferred but not required, familiarity with State of Maryland systems including, eMarylandMarketplace Advantage, FMIS and Workday. **Additional years of experience as stated above may be substituted on a year-for-year basis for the required education.**

Submission: Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <http://www.jobaps.com/MD/> by the close of business on Friday, May 7, 2021.

The Maryland Office of the Attorney General is an equal opportunity employer, committed to diversity in the workplace.