



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Administrative Officer I

The Pennsylvania Treasury Department is looking for a dedicated individual who is interested in a rewarding career in government service, where you serve others and the greater public good every day. As an Administrative Officer I in the Bureau of Support Services, you will analyze procurement needs and advise bureau staff in the development, implementation, and evaluation of procurement contracts to meet those needs.

TREASURY DEPARTMENT OVERVIEW

The Pennsylvania Treasury Department is an independent agency led by the elected State Treasurer and one of the largest state treasuries in the country, serving as custodian of more than \$150 billion. Treasury plays a critical role in state government operations, acting as the custodian, investor, and disbursing officer of funds for nearly all state agencies. Treasury also offers a wide range of programs and services to Pennsylvania families, including the PA 529 College and Career Savings Program; the PA ABLE Savings Program for people with disabilities; and our work to return more than \$4 billion of Unclaimed Property to its rightful owners.

DESCRIPTION OF WORK

- Analyzes procurement requests and researches sourcing strategies to determine the best method for contracting items or services.
- Interprets and applies procurement policy to proposed contract documents to determine appropriateness and makes amendments as needed for processing.
- Assists in developing specifications, statements of work, scope of services, and other contract requirements.
- Participates in the negotiation process for new contracts resulting from requests for quotes or requests for proposals.
- Enforces vendor compliance with negotiated terms, conditions, relevant laws, and policies by writing cure letters, recommending stopping payment, or other corrective action.
- Works with legal counsel to resolve vendor performance and contract related problems.
- Reviews procurement documents and actions for adherence to rules, policies, and procedures.
- Provides guidance to agency staff on procurement issues.
- Reviews requisitions for accuracy in PeopleSoft.
- Approves requisitions in PeopleSoft.
- Converts requisitions to purchase orders, and service purchase contracts in PeopleSoft.
- Applies departmental policies and procedures on a daily basis for various administrative functions.
- Performs related work as required.

The Pennsylvania Treasury Department is proud to be an Equal Opportunity Employer and is committed to strengthening diversity & inclusion within our agency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of procurement methods and procedures.
- Knowledge of ERP platforms (SAP, PeopleSoft).
- Proficient in Microsoft Office Suite.
- Proficient in modern office practices, procedures, and equipment.
- Strong analytical and problem-solving skills.
- Ability to apply critical thinking skills to identify and resolve problems.
- Ability to interpret and apply regulations, policies, and procedures.
- Ability to analyze written and numerical information.
- Ability to perform mathematical calculations.
- Ability to communicate clearly and concisely, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in business, supply chain, logistics, project, or operations management, or a related field; or

One year of experience performing purchasing or contract management work; or

Any equivalent combination of experience and training.

WORK SCHEDULE AND ADDITIONAL INFORMATION

Full-time employment: 37.5 hours

Work hours: 8:00AM-4:30PM

Starting Salary: \$48,274

Class Code: T8630

Location: This position is headquartered in the Finance Building in Harrisburg. This position is not eligible for telework.

In addition to the base salary, Treasury offers an attractive benefits package. Benefits include multiple medical plan options; supplemental benefits including prescription, dental and vision insurance plans; retirement plan; optional deferred compensation plan; group life insurance; voluntary insurance programs; and paid leave benefits including vacation, sick and parental.

A perpetual institution, Treasury is proud to engender and facilitate an environment that fosters the personal development, intellectual enrichment, and professional advancement of its employees. Treasury is also committed to creating a diverse and inclusive environment and is an equal opportunity employer. All qualified applicants will receive due consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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CONTACT INFORMATION

For immediate consideration, please submit a resume by Thursday, September 28, 2023, to: Pennsylvania Treasury Department at hr@patreasury.gov. Questions may be directed to Human Resources at 717-787-5979.

For more information about Treasury, visit www.patreasury.gov.

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