



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement CONTRACT Procurement Officer

This is a contract position with no state benefits

Position Open: April 30, 2026

Position Close: Until Filled

Salary Range: \$21 an hour up to 28 hours per week during the hours of 8 a.m. – 5 p.m.

Location: Human Resources/Contracts Office

Position Description: : Incumbent will be responsible for Ellisville State School (which includes South Mississippi Regional Center) contracting process from start to finish. This includes the bid solicitation process, awarding bids, issuing contracts and entering into MAGIC; ensure all phases of the contract process are followed; comply with all governmental and agency policies, procedures and laws; review vendor contracts presented to Agency Director for signature to ensure compliance with applicable policies, procedures and laws; serve as backup switchboard operator during rotation as needed; responsible for recommending contract related updates to Agency HR Policy to HR Director as needed. Must be able to interpret the applicable laws/policies as related to contracts and advise HR Director and Agency Director on proper course of action regarding contracts, DMH Board Policy, DFA and Agency Policy and Procedures; coordinate Agency submissions to Public Procurement Contract Review and DMH Boards. Must have the ability to communicate effectively with agency staff and other state agencies as well as the public with minimal supervision; will be expected to perform other duties as assigned. Preference may be given to applicants who have experience in interpretation of contracts, purchasing, and agency policy.

Education/Experience: Must have at least a High School Diploma. Typically requires a Bachelor's Degree and 0-3 years Experience. MAGIC experience preferred. Must be 21 years of age.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center, Laurel or Hattiesburg, MS. For questions about applying please call (601) 477-5615 or (601)758-4957.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Upon contingent employment offer, employees must complete a background check and pre-employment drug test.

Ellisville State School is an Equal Opportunity Employer