



PROCUREMENT OFFICER:

The Procurement Officer performs purchasing and contracting functions for a variety of commodities, equipment, and services in compliance with State and agency procurement policies. This position assists departments in developing specifications, prepares solicitations, evaluates bids and proposals, and ensures timely and compliant purchasing transactions. The Procurement Officer provides guidance to internal staff and vendors regarding procurement procedures, documentation requirements, and applicable laws and regulations.

Duties/Responsibilities:

Procurement Processing and Solicitation:

- Review and process purchase requisitions for accuracy and completeness.
- Prepare and issue solicitations in the State of Illinois' Procurement System, including quotes, Invitations for Bid (IFB), and Requests for Proposals (RFPs), in accordance with applicable thresholds and competitive-bidding requirements.
- Evaluate bid and proposal submissions for responsiveness, responsibility, and price reasonableness; prepare tabulations and award recommendations.
- Contact vendors to verify pricing, delivery schedules, and required certifications or disclosures.
- Advise departments on procurement specifications, timelines, and appropriate purchasing methods.
- Ensure all procurements comply with applicable state laws, procurement rules, and internal procedures.
- Prepare and submit required procurement reports, including Business Enterprise Program (BEP), Small Business, and Illinois Domestic Products Act reports.

Contract and Financial Administration:

- Prepare purchase orders and ensure all supporting documentation is accurate and complete.
- Coordinate and monitor contract execution, renewals, amendments, and extensions in accordance with procurement policy.
- Process contract obligation documents in the accounting system for submission to the Illinois Office of the Comptroller.

Records Management and Compliance:

- Maintain purchasing and contract records, tracking databases, and reporting logs for internal and audit purposes.
- Serve as a resource to staff and vendors regarding procurement policies, state requirements, and market sources.



Issue Resolution and Vendor Relations:

- Investigate and resolve vendor or departmental complaints, delivery issues, and payment delays.

Other Responsibilities:

- Serve as a liaison between internal departments, state agencies, and external partners to promote effective communication, collaboration, and alignment with organizational goals.
- Perform other duties as assigned, which may include occasional travel.

Minimum Qualifications:

- Any one or any combination of the following, totaling one (1) year (12 months) from the categories below of which six (6) months must be actual work experience:
 - Work experience performing duties comparable to those performed at the Procurement Officer Assistant level of this series or in positions of comparable responsibility.
AND/OR
 - College credit for course work in any field
 - 30 semester hours equals six (6) months
 - 60 semester hours or Associate's Degree equals one (1) year (12 months)
 - 90 semester hours equals two (2) years (24 months)
 - 120 semester hours or a Bachelor's Degree equals three (3) years (36 months)
 - Master Degree or higher equals four (4) years (48 months)

NOTE: Possession of a current Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) from The Universal Public Purchasing Certification Council (UPPCC), or a current Accredited Purchasing Practitioner (APP) certificate, Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) from the Institute for Supply Management (ISM) or equivalent certifications may satisfy the above requirements.

Additional Desirable Qualifications:

- Knowledge of the Illinois Procurement Code, government regulations, executive orders, as well as state and federal laws as they pertain to purchasing.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of materials related to procurement, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

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- Skill in completing assignments accurately and with attention to detail.
- Ability to analyze and solve work related problems.
- Ability to communicate effectively in both oral and written form.
- Ability to work successfully as a member of a team and independently with moderate supervision.
- Experience working with financial, grant management, or procurement platforms, including SAP, AmpliFund, or BidBuy.

Salary and Benefits:

- Salary range: \$43,000.00 - \$50,000.00 /year
- State Competitive Employee Benefits ([FY 2026 Benefit Choice - State Employees Group Insurance Program](#))
- Be Well Illinois: [Be Well Illinois](#)
- State University Retirement System: [SURS In Brief.pdf](#)

Required Applicant Documents:

- Resume
- Cover Letter
- Illinois Community College Board application ([APPLICATION FOR EMPLOYMENT](#))

Please Note: These documents are required to be submitted via email to iccb.careers@illinois.gov to complete the application process.

Optional Applicant Documents:

- Transcripts
- DD-214 - To be eligible for Veteran's Preference points on the exam, appropriate military service documentation such as a DD-214 must be submitted prior to the application deadline.

Special Instructions for Applicants:

Please fully complete the entire application including, but not limited to, the education and work history portions. Be specific on your work history, including employment dates and duties for all positions held. Please do not put "see resume" in the duties and responsibilities section of the work history. This will be considered an incomplete application and incomplete applications will not be considered.

The Civil Service examination for this classification is based on your application materials and responses to the supplemental questions. No participation other than submission of applicant materials are required from applicants that qualify to take the exam. If you meet the minimum required qualifications for this position, you will receive a score calculated

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based on your education and experience, and your name will be placed on the active employment register by exam score. After the application deadline, the names within the top three scores will be referred to the department for interview. Register will be cleared after position is filled.

Important Information for Applicants:

This position requires a criminal background investigation and, if applicable, an employment history review. Any offer of employment is contingent upon successfully passing these checks. Employment may not commence until the results of the background investigation have been reviewed and approved by Human Resources.

The ICCB is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.