



Job Announcement

Procurement Officer

Georgia Public Broadcasting (GPB) is a statewide public media network and state authority with nine television and twenty-two radio stations. The Procurement Officer will work in the Finance department and is responsible for coordinating GPB's procurement activity in accordance with State of Georgia procurement law and policies. The Procurement Officer will provide guidance and support and will report to the Director of Finance.

Candidate Qualifications Include:

- Bachelor's degree in Business/Public Administration or related field required.
- Two to three years of experience in accounting, business, public administration, or a related field required.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job will be considered.
- Preference will be given to applicants with state purchasing certifications and credentials, experience in state purchasing, and the State of Georgia's TeamWorks financial application.
- Proficiency in Microsoft Office 365 is required.

Job Responsibilities Include:

- Serves as GPB's Procurement Officer/Agency Procurement Officer (APO).
- Responsible for the management of the acquisition of goods and services required for the efficient operation of GPB.
- Prepares routine purchasing requests from departments; reviews for conformity to specifications, budget validation, and authorization; ensures department adherence to policies and procedures.
- Solicits bids and proposals from prospective suppliers utilizing Team Georgia Marketplace.
- Research requests for goods or services; reviews findings and makes recommendations for acquisitions.
- Serves as purchasing card administrator for the p-card program at GPB.
- Responsible for GPB's risk management and insurance services through the Department of Administrative Services (DOAS).
- Negotiates, prepares, reviews and evaluates statewide and agency contracts.
- Ensures the adherence of all statewide procurement policies and procedures and assists in the development and revision of internal policies and procedures.
- Performs additional or related duties as assigned or required.

We Offer: Flexibility with telecommute and office schedule, paid holidays, paid vacation and sick leave, retirement plans, health, dental, and vision benefits, life and accidental insurance, health and childcare spending accounts, disability insurance and opportunities for training and professional development.

To Apply: Upload resume, references, and applicant form on the GPB Job Center located at www.gpb.org/jobs. ONLY Applications submitted through the GPB Job Center WILL BE ACCEPTED.

Salary: Commensurate with Experience.

Deadline: February 27, 2026

Georgia Public Broadcasting is an Equal Opportunity