

Posting Date: January 9, 2026



Closing Date: Until Filled

BUDGET AND PROCUREMENT DIVISION

CAREER OPPORTUNITY BULLETIN

JOB ID: 2802

PROCUREMENT JOB FAMILY

POSITION AVAILABLE: Procurement Supervisor

SALARY RANGE (semi-monthly): The salary for a Procurement Supervisor will be commensurate with experience.

Click [HERE](#) to view our employee benefits.

OFFICIAL DOMICILE: Jefferson City, Missouri

POSITION DESCRIPTION: This is a supervisory position accountable for overseeing and monitoring procurement activities for compliance with applicable statutes, policies, and procedures. At this level employees write, review, and/or negotiate grants, Requests for Proposal (RFP), contracts, and agreements. Employees are accountable for determining contract compatibility with agency objectives and strategic plans. Incumbents may provide input into setting a budget and are responsible for operating within an assigned budget. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Employees must have the knowledge and skills to perform and review the work overseen. This position is classified as non-exempt under the Fair Labor Standards Act.

Click [HERE](#) for a more detailed job description.

* Please note the minimum requirement for this position has been updated to a bachelor's degree from an accredited institution and 4 years of relevant experience. The job description will be updated as soon as possible.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Positions requiring educational qualifications require all interested applicants to upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interviews will be scheduled as applications are reviewed.

ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.



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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

FACILITATOR: Garta Distler

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