

PURCHASING AGENT-SENIOR

Recruitment #1607-4358-001

List Type Transfer/Promotional

Requesting Department DOA - BUSINESS OPERATIONS DIV

Open Date 10/5/2016 5:35:00 PM

Filing Deadline 11/4/2016 11:59:00 PM

HR Analyst Marti Cargile

INTRODUCTION

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY ****

PURPOSE

Under the direction of the City Purchasing Director, the Purchasing Agent-Senior is independently responsible for managing the full procurement cycle for a large volume of a diverse group of goods and services, ensuring that all procurements comply with specifications; City government laws, policies, and procedures; and accepted ethical business practices. This position is located in the DOA-Purchasing Division.

ESSENTIAL FUNCTIONS

- Review and process procurement requests (requisitions) from City departments for goods and services.
- Work with user departments to prepare bids and requests for proposal (RFPs); develop applicable specifications and scopes of services to solicit bids and/or proposals.
- Conduct market research to evaluate suppliers based on multiple factors, such as price, quality, and service.
- Analyze bids; recommend awards; and issue purchase orders.
- Promote the use of small business enterprises (SBE firms).
- Negotiate contracts with suppliers; identify opportunities to implement cost savings initiatives.
- Monitor contract compliance with contractual obligations and to determine need for changes.
- Monitor and follow applicable laws and regulations.
- Communicate with user departments and vendors regarding pending purchases.
- Make emergency purchases as necessary to ensure public safety and avoid work stoppages.
- Coordinate special projects as assigned to improve processes and implement new procedures.

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- Assist in formulating policies and procedures for bid proposals and procurement of goods and services.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's degree in business administration, public administration, management, economics, marketing, or a related field from an accredited college or university.
3. Two years of experience in purchasing or a closely related field.

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

DESIRABLE QUALIFICATIONS

- Experience in the areas of specification analysis of diverse commodities, bid solicitation, and analysis with responsibility and authority to contract for and evaluate goods and services, market research, and negotiations.
- Experience handling bids or proposals in the public sector (federal, state, county, or city).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- General knowledge of administration and management in municipal government.
- Knowledge of methods and procedures for public sector procurement cycles.
- Ability to learn procurement and contracting law, including legal issues and mandates.
- Ability to read and interpret complex technical documents.
- General knowledge of economic and accounting principles and practices.
- Knowledge of mathematics and the ability to make correct calculations, for example, to ensure accuracy when working with high dollar purchases.
- Ability to master automated purchasing systems.
- Proficiency using computer applications such as Microsoft Word, Microsoft Excel, and Oracle/PeopleSoft Financial Management Information System (FMIS).

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- Strong oral communication skills in order to clearly explain City purchasing policies and procedures to various audiences.
- Solid written communication skills, including the ability to prepare clear and concise correspondence, specifications, procedures, and reports.
- Interpersonal skills; ability to collaborate effectively with City managers, elected officials, fellow staff, vendors, and the public.
- Customer focus and a dedication to exceptional service delivery.
- Ability to successfully negotiate with vendors to ensure efficient and cost-effective City operations.
- Analytical and problem-solving skills to effectively address complex issues.
- Solid decision making skills and sound judgment.
- Ability to conduct thorough market research.
- Ability to independently plan, organize, and prioritize work to achieve objectives within deadlines.
- Detail-oriented.
- Ability to remain calm and composed when working under pressure.
- Honesty, integrity, and adherence to accepted ethics and conduct principles and standards for purchasing professionals.
- Commitment to professional development and staying abreast of best practices in purchasing.

CURRENT SALARY

THE CURRENT STARTING SALARY (PAY RANGE 2EX) for City of Milwaukee residents is **\$45,306** annually, and the non-resident starting salary is \$44,194. *Appointment above the minimum requires approval and will be based on qualifications and experience.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Administration reserve the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE: The examination will be held as soon as practical after **Friday, October 21, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and*

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civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.

NOTE: *For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER#.V3U2aMtTGos>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*