

PURCHASING AGENT-SR

Recruitment #1912-4358-002

List Type	Original
Requesting Department	DOA - PURCHASING DIVISION
Open Date	12/18/2019 11:00:00 AM
Filing Deadline	1/8/2020 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

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.

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 and cost proposals.
- Promote the use of small business enterprise (SBE) firms.
- Negotiate contracts with suppliers; identify opportunities to implement cost savings initiatives.
- Monitor compliance with contractual obligations and 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.
- 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. Bachelor's degree in business administration, public administration, management, economics, marketing, or a related field from an accredited college or university.
2. 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 and/or bid solicitation.
- Experience conducting market research, evaluating and contracting for goods and services, and effectively engaging in negotiations.
- Experience handling bids or proposals in the public sector (federal, state, county, or city).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- General knowledge of municipal government administration.
- 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.
- Ability to master automated procurement systems.
- Proficiency using computer applications such as Microsoft Word, Microsoft Excel, and Oracle/PeopleSoft Financial Management Information System (FMIS).
- Oral communication skills in order to clearly explain City purchasing policies and procedures to various audiences.
- 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.
- Ability to remain calm and composed when working under pressure.
- Honesty, integrity, and adherence to accepted ethical principles and standards for purchasing professionals.
- Commitment to professional development and staying abreast of procurement best practices.

CURRENT SALARY

The current salary range (PR 2FX) is \$48,670 - \$67,616 annually, and the resident incentive salary range for City of Milwaukee residents is \$50,130 - \$69,644. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

BENEFITS

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

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 reserves the right to call only the most qualified candidates to oral, 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 the deadline listed above. 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.

ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.