

PURCHASING AGENT

Recruitment #1706-4108-002

List Type	Original
Requesting Department	DOA - PURCHASING DIVISION
Open Date	6/15/2017 10:00:00 AM
Filing Deadline	7/6/2017 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

What Milwaukee can offer YOU

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.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

Under the direction of the City Purchasing Director, the Purchasing Agent is 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 ordinances, policies, procedures and 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 service 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).

- 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.

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.
- *IMPORTANT NOTE: Equivalent combinations of education and experience may be considered. For example, the following may be considered equivalent: 1) an associate degree in business or a related field that included business coursework, plus two years of purchasing, administrative or comparable experience, OR 2) four years of purchasing, administrative or comparable experience.*
 - *IMPORTANT NOTE: Purchasing Agent is the entry-level position of the professional purchasing agent promotional series. Promotion to the next level, Purchasing Agent-Senior, is possible after attaining the following or equivalent: a related Bachelor's degree plus two years of purchasing or comparable experience.*
 - *IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.*

DESIRABLE QUALIFICATIONS

- Experience working in a municipal administrative capacity or as a buyer in a public and/or private sector capacity.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- General knowledge of administration and the ability to acquire knowledge regarding management principles in municipal government.
- Ability to learn methods and procedures for public sector procurement cycles.
- Ability to learn procurement and contracting law, including legal issues and mandates.
- General knowledge of economic and accounting principles and practices.
- Knowledge of mathematics and the ability to make correct calculations (e.g. ensure accuracy when processing procurement requests).
- Proficiency using computer applications such as Microsoft Word, Microsoft Excel, and Oracle/PeopleSoft Financial Management Information System (FMIS).

- 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, fellow staff, vendors, and the public.
- Customer focus and a dedication to exceptional service delivery.
- 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 SALARY RANGE (PAY RANGE 2CN) for City of Milwaukee residents is \$39,881 - \$55,825 annually and the non-resident salary range is \$38,902 - \$54,455 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE: The examination will be held as soon as practical after **July 6, 2017**. 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.