



**POSITION DESCRIPTION**

<b>JOB TITLE: Contract Specialist</b> Job Class:	
<b>DATE</b>	Office of the Chief Financial Officer  Contracts and Procurement
<b>BARGAINING UNIT:</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Administers public procurement for a wide range of commodities and services through the purchase order and bid processes in a manner consistent with Milwaukee Public School Board Policy and the State of Wisconsin Statutes governing public procurement. Duties include identifying opportunities to create blanket contracts that are advantageous to schools and departments, formulating bids for same, product research, product and price evaluation and problem resolution. Fosters positive customer and vendor relationships and fulfill customer requirements for goods and services through managed competitive, legal and ethical acquisition practices.	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Works with schools and departments to identify repetitive purchases as candidates for inclusion on blanket contracts.
2. Coordinates information, data, requirements and most often purchased items from users to identify standardization of items for inclusion on bids and Requests for Proposal (RFPs).
3. Conducts market research to identify new products and services which may benefit users and contribute to overall cost effectiveness.
4. Aggregates needs of users for consolidation into large contracts in order to achieve the best volume discounts.
5. Develops or revises blanket contract requisitions, specifications and scopes of services for MPS departments.
6. Analyzes bids or RFPs after opening, assists with the establishment of RFP evaluation committee when applicable and makes award recommendations to the lowest complying bidder or best value added respondent.
7. Issues purchase orders and contracts to successful bidders.

8. Communicates with users to encourage use of contract compliance tools to ensure contract compliance.
9. Works with vendors, schools and departments to resolve contract issues.
10. Practices modern procurement techniques to encourage competition and achieve lowest possible cost.
11. Participates in local professional purchasing organizations. Participates in current professional purchasing training opportunities.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

1. A Bachelor Degree in Business Administration, Public Administration or a closely related field.
- OR
2. An Associate Degree in Business or a closely related field plus two years of experience as a Buyer II and a thorough knowledge of purchasing methods and procedures for a public agency or large private concern.
  3. Equivalent combinations of training, education and experience will be considered.

**Experience Requirements**

**Knowledge, Skills, and Abilities**

1. Knowledge of principles and requirements of goods and services frequently purchased by MPS users.
2. High degree of proficiency in IFAS, Microsoft Word and Excel.
3. Excellent written and verbal communication skills.
4. Must be able to maintain composure and deal tactfully with users and vendors.
5. Strong analytical skills and problem solving ability.
6. Demonstrated ability to coordinate information and make decisions on complex issues.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in*

*accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**