



POSITION DESCRIPTION

JOB TITLE: Manager, Procurement Job Class:	
DATE	Office of Finance Procurement
BARGAINING UNIT: ASC –	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Develops objectives, policies and procedures for the purchase of goods and services district-wide and ensures adherence to federal, state and local rules and regulations and the policies of the School Board of Directors. Provides guidance in all phases of the purchasing cycle and ensures purchasing activities are carried out in a timely manner. Advises senior staff on sourcing strategies for materials and develops implementation of such strategies.	

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. Manages pre- and post- purchasing and contracting activities and ensures the appropriate methods and procedures are being followed.
2. Reviews and approves solicitations and specifications of documents for bid. Evaluates all proposals and bids to determine awards. Manages supplier relationships to ensure contract compliance.
3. Executes policies and procedures for the department and for the districts purchasing activities. Ensures effective and responsive quality services for the district. Develops and recommends operational methods to increase the effectiveness of internal policies and procedures
4. Prepares Board items and contract recommendations for approval by the Director, Procurement and Risk Management. Provides substantive review of purchase orders and contracts that do not require Board approval.
5. Manages the accurate submission of procurement board items to the electronic school board (ESB).
6. Studies and evaluates current price trends and market conditions to stay abreast of new sources of products and materials. Recommends innovative approaches to maximize the effectiveness of resources and to obtain improved service from contracted vendors.
7. Manages personnel, to include work allocation, training and problem resolution, evaluating

performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.

8. Attends Board and committee meetings as required to provide insight and expertise on the technical issues surrounding purchasing and participates in departmental meetings.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

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

Direction provided by the Director, Procurement and Risk Management.

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.

Oversees the activities of 4 – 6 staff members .

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.)

A bachelor's degree in business, accounting or a similar field, a master's degree is preferred.

Experience Requirements

Position requires 5+ years of experience working in a purchasing department, dealing with contracts in a large entity; preferably with public sector experience. Purchasing certification from a nationally recognized organization is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are essential. Must be able to lead and direct staff. Must be able to develop and implement policies and procedures for the department. Must be able to work collaboratively with diverse groups, both internal and external to MPS. Must have comprehensive knowledge of contracting and purchasing laws, policies and procedures. Strong attention to detail and outstanding analytical skills are required. Must be able to gather data, compile information, prepare reports and implement measures for continuous process improvements. The ability to manage numerous projects with varying deadlines, multi-task and prioritize changing demands while continuing to provide MPS schools and departments with necessary services in a timely manner is necessary. PC experience and a proficiency with Microsoft office products, including word processing and spreadsheet software. Knowledge of computerized financial systems is helpful.

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.