



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Associate III, Procurement	Last Revised/Approved: 08/11/17
Job Code: 1160	Reports To: Business Analyst III
Office: Office of Operations	Department: Department of Facilities and Maintenance Services

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: NE	Term of Employment: Full Time
	Probation: 1 year

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Position Summary/Purpose:

Provides support to the Department of Facilities and Maintenance (DFMS) in the purchasing of goods and services related to the maintenance and repair of District facilities while ensuring compliance with all District policies as well as State and Federal requirements.

Essential Functions/ Core Competencies:

1. Prepares and distributes Requests for Quotes (RFQs) for goods and services based on specifications provided by DFMS crew leaders, supervisors and managers.
2. Evaluates bid documentation (e.g. requests, change orders, quotes, etc.) to determine qualified vendor(s) and ensure proper use of District funds in the acquisition of supplies, equipment, and/or services.
3. Compiles pricing from a wide variety of sources to ensure optimal use of District funds; updates the Computer Maintenance Management System (CMMS) system to reflect changes in pricing as needed.
4. Communicates and coordinates the delivery of goods and other quoted services. (e.g. removal of existing material, warranty work, special repair, etc.). Acts as the point of contact for vendor inquiries related to the follow-up of RFQs.
5. Analyzes historical purchasing data to identify materials better suited to be ordered through and kept in DFMS Stores.
6. Assists DFMS crew leaders in the procurement of materials not requiring a formal bid.
7. Monitors Inventory levels of DFMS Stores and initiates bulk orders.

8. Coordinates with DFMS Stores personnel to procure materials required for District initiatives.
9. Maintains proper records of purchases and supporting documentation in accordance with District policies and procedures, specifically Administrative Policy 3.09.
10. Manages and facilitates proper purchasing workflow in the CMMS system.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

Job Requirements:

Education Requirements:

- ✓ Bachelor's degree in business, supply chain, logistics or a related field is preferred, an associate's degree is required

Experience Requirements:

- ✓ Minimum 2 years' experience in a buyer related position required, preferably in the construction industry or related field
- ✓ Public sector experience is helpful
- ✓ A combination of education and experience can be considered

Knowledge, Skills and Abilities:

- ✓ Effective oral and written communication skills are necessary
- ✓ Ability to review, interpret, and comprehend bid terms, conditions, and contractual language; advanced knowledge of purchasing regulations preferred
- ✓ Ability to learn and apply complex concepts and processes
- ✓ Must have excellent planning and organizational skills
- ✓ Ability to organize resources and establish priorities
- ✓ Ability to develop effective working relationships with diverse individuals at all levels
- ✓ Strong working knowledge of computer applications to include MS Office software and Office 365; familiarity with CMMS systems is preferred.
- ✓ High level of attention to detail to ensure accuracy
- ✓ Flexible to changing conditions

Working Environment:

- ✓ General office environment; challenging deadlines and pressures.
- ✓ Some travel in and around Milwaukee may be required

Physical Demands:

Must be able to handle light lifting and occasional standing, bending.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or

learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.