



Job Information

Job Title: Procurement Associate II	Last Revised/Approved: 1/14/2020
Job Code:	Reports To: Director
Office: Office of Finance	Department: Procurement & Risk Management

Compensation Information

Pay Grade:	Pay Range: \$
FLSA Status:	Term of Employment: <i>FT</i>

Position Summary/Purpose:

The Procurement Associate II monitors contracts to ensure compliance with the Board's Administrative Policy 3.09 and internal controls for contracting. This position also drafts contracts and identifies opportunities to create blanket contracts that are advantageous to the District.

Core Competencies:

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

Essential Functions:

- Reviews submitted contract documents for completeness and ensures compliance with Administrative Policy 3.09 before contract execution.
- Processes contract change requests including the closing of contracts and removal of encumbrances.
- Facilitates the process of obtaining all required signatures on Board approved contracts.
- Drafts and processes contracts for schools and district departments. Inputs completed contracts into the district's financial management system (IFAS) and routes contracts for review and necessary approvals.
- Processes blanket contract orders.
- Maintains and retrieves contract documents as needed.
- Works independently to ensure contracts are processed, generated and executed in compliance with purchasing requirements.

- Builds strong relationships with stakeholders, fostering collaboration and teamwork to implement procurement best practice processes and facilitates use of tools to ensure contract compliance with district policies and procedures.
- Actively supports the MPS Strategic Plan.
- Completes other duties as assigned.

Job Requirements:

Education Requirements:

- A Bachelor's Degree in Business Administration, Public Administration, Accounting or a related field.

Experience Requirements:

- One year of experience engaging in purchasing activities
- Experience in a public agency or large private agency preferred.
- *Equivalent combinations of training, education and experience will be considered.*

Knowledge, Skills and Abilities:

- Knowledge of purchasing principles and requirements for goods and services frequently purchased by MPS users.
- Knowledge of district's purchasing policies.
- A high degree of proficiency in IFAS, Microsoft Word and Excel is desired.
- Detail-oriented with strong interpersonal, written and verbal communication skills.
- The ability to maintain composure and deal tactfully with users and vendors.
- The ability to manage multiple priorities and deadlines simultaneously, follow through promptly with assignments and function well under pressure.
- The ability to work independently with little or no supervision.
- Strong team player, self-starter, highly professional attitude.
- The ability to maintain security of highly confidential information.

Working Environment:

General office environment.

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.

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 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.

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.