



OFFICE OF HUMAN CAPITAL

**POSITION DESCRIPTION**

<b>JOB TITLE: Supervisor II, Procurement</b> Job Class:	
<b>DATE</b>	Office of Finance  Procurement Services
<b>Pay Range:</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Supervises the Milwaukee Public Schools (MPS) purchasing operations.	

**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. Coordinates day-to-day purchasing and contracting activities and ensures the appropriate methods and procedures are followed.
2. Reviews and approves solicitations and specifications of documents for bids and Requests for Proposals (RFPs) and evaluates all bids and proposals to determine awards.
3. Executes policies and procedures for the department and for the districts purchasing activities. Ensures effective and responsive quality services for the district. Assists in the development of 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 and coordinates accurate submission of procurement items to Electronic School Board (ESB). Provides substantive review of purchase orders and contracts that do not require Board approval.
5. Drafts and negotiates agreements, contracts and leases, recommends modifications to proposed contract and lease language and conditions where appropriate. Advises and provides revisions to contracts prepared by procurement services associates when legal elements of a contract are missing or inadequate.

6. Serves as MPS' advocate in contract and agreement negotiations with external parties, and ensures the rights of MPS are protected.
7. 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.
8. Supervises personnel, to include work allocation, training and problem resolution, and making recommendations for personnel evaluations and/or actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
9. May be required to attend Board and committee meetings to provide insight and expertise on the technical issues surrounding purchasing and participates in departmental meetings.
10. Actively supports the MPS Strategic Plan.
11. Performs other duties as assigned.

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

Reports to the Director, Procurement and Risk.

**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 a staff of seven (7).

**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, an advanced degree is preferred. Purchasing certification from a nationally recognized organization is preferred.

**Experience Requirements**

Five or more years of experience working in a purchasing department and/or dealing with contracts for a large entity. Public sector experience is desired.

*A combination of education and experience can be considered.*

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Comprehensive knowledge of contracting and purchasing laws, policies and procedures, both internal and external to MPS. Must be able to gather data, compile information, prepare reports and implement measures for continuous process improvements. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and

prepare reports is required.

**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. Possibly some travel to school locations throughout Milwaukee.  
*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.**

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