

**Program Assistant Confidential**  
**Division of Enterprise Operations**

Under the general supervision of the Director of the State Bureau of Procurement, this is a confidential support position involving administrative and coordinative responsibilities. This position provides program support assistance to the Bureau Director performing tasks specific to the highly visible and complex area of state procurement. This position serves as the liaison between the Bureau Director and the Department Secretaries, Division Administrators, Bureau of Procurement staff, legislative staff, agency staff including UW campuses, vendors and the general public.

**65% Goal A. Provide paraprofessional support to the Bureau Director.**

- A1. Prepare research on sensitive issues such as procurement protests and appeals and personnel actions, such as confidential matters affecting the employer-employee relationship.
- A2. Independently draft responses to inquiries to the Bureau Director by providing the information they request or by referring them to the proper source.
- A3. Maintain appointment calendar for the Bureau Director.
- A4. Attend and record meetings, training and other events as required by the Bureau Director.
- A5. Serve as liaison with the Division Administrator for the Bureau Director's schedule, meetings, divisional activities/operations and personnel transaction information.
- A6. Schedule meetings. Prepare and distribute materials for meetings including minutes, agendas and any other pertinent information. Maintain status information for Division Administrator/Bureau Director meetings.
- A7. Maintain content, accuracy and visual organization of files (or informational databases) for Bureau Director correspondence, reports, personnel documents and program information.
- A8. Prepare and process travel related documents and make travel arrangements for Bureau Director.
- A9. Maintain file system for documents needing Bureau Director review and approval.
- A10. Independently review documents needing Bureau Director approval for accuracy and completeness.

**20% Goal B. Serve as the primary contact with agencies and the public on matters relating to state procurement.**

- B1. Maintain status information on inquiries ensuring timely Bureau response.
- B2. Respond to telephone inquiries, in-person inquiries and written correspondence regarding Bureau policies and programs.
- B3. Respond to inquiries on status of time sensitive procurement related documents (Requests for Procurement Authority, Procurement Plans, Sole Source Waivers, etc.).
- B4. Facilitate responses to questions and inquiries from both internal and external sources concerning status of procurement projects, manual revisions, meetings, agendas that involve department personnel, external personnel and interested parties.
- B5. Independently review all confidential correspondence including SBOP personnel transactions.
- B6. Prepare and process confidential correspondence.
- B7. Maintain interfaces with peers in Bureaus, Divisions and Agencies to facilitate the exchange of ideas and practices.
- B8. Serve on teams dealing with issues that affect the Bureau.

- B9. Assist in the coordination of Bureau wide programs.
- B10. Review inquiries to the Bureau, determine urgency, track and follow up to ensure timely responses.
- B11. Manage and maintain timely workflow of critical documents needing review and approval of the Bureau Director to assist state agencies carry out their program goals and objectives
- B12. Pursue follow up details needed to answer questions or concerns of the Division Administrator, Secretary's Office and other agencies on procurement projects.

**10% Goal C. Maintain working knowledge of state procurement policies and procedures.**

- C1. Process and route procurement documents for Bureau signatures.
- C2. Gather and organize information into summary reports.
- C3. Assist with project management details.
- C4. Develop and maintain Bureau operating procedures.
- C5. Coordinate, assist or lead special projects as assigned by the Bureau Director.
- C6. Recognize and recommend opportunities for communication and process improvements.
- C7. Prepare special reports, briefing papers and recommendations regarding Bureau of Procurement policies, programs and procedures.
- C8. Contribute to the efficient general operations of the Bureau of Procurement
- C9. Coordinate and assist in preparation of analysis of legislative bills for potential impact on agency programs.
- C10. Research best practices used by private sector, local government or state governments in procurement and strategic sourcing as well as contract administration.
- C11. Provide input and assist with development of biennial and operating budgets.

**5% Goal D. Other duties as assigned.**

**Knowledge, Skills & Abilities:**

- Knowledge of State Procurement policies and procedures is preferred.
- Ability to maintain confidentiality in working with sensitive information and private communications.
- Ability to function independently and self-direct with little or no direct supervision.
- Ability to work productively and collaboratively with others.
- Commitment to excellence and effectiveness in interpersonal communication and customer service.
- Demonstrated ability to creatively solve problems.
- Ability to multi-task and change focus quickly while maintaining accuracy, efficiency and attention to detail.
- Ability to solicit, process and absorb information quickly.
- Ability to effectively prioritize a large number of short-term and long-term tasks.
- Accurate and efficient organizational, record keeping and file maintenance skills.
- Ability to communicate effectively and concisely both verbally and in writing.
- Knowledge and experience with computer systems and programs including Microsoft Outlook, Word, PowerPoint and Excel