

Department of Administration
Division of Enterprise Operations
State Bureau of Procurement
Consolidated Agency Purchases Services Section

Position Description
Purchasing Associate

Position Number: 333716

The Consolidated Agency Purchases Services Section in the State Bureau of Procurement (Bureau) serves as the central purchasing authority for designated state agencies. Under the general supervision of the Section Chief, Consolidated Agency Purchases Services Section, this position provides a wide variety of purchasing assistance and procurement support services for procurement specialists in the section and to program staff in the designated state agencies. This position may also provide general administrative support for the overall bureau and division as needed.

WORKER GOALS AND ACTIVITIES

- 40% A. Perform Purchasing Support Services for Section Procurement Staff Regarding Requests for Bids, Proposals, Information, Waivers and Contract Development.
- A1. Coordinate the preparation and processing of questionnaires, legal notices, requests for bids/proposals, abstracts, contracts and amendments. Proofread documents for accuracy.
 - A2. Assist procurement managers with bid openings and closings. Prepare contract and bid files. Conduct bid openings in the managers' absence. Provide recordkeeping support with Requests for Bids, Proposals and Information as well as amendments, questionnaires and other related documents.
 - A3. Assist managers with standards committee meetings, vendor conferences and award meetings. Prepare and send meeting agendas and maintain up-to-date distribution lists. Record, draft, finalize and distribute meeting minutes as directed.
 - A4. Manage contract files for assigned procurement areas, checking materials to ensure completeness. File contracts within one week after contract distribution and any additional documents upon receipt from the manager. Update files on a quarterly basis by ensuring expired contract files are submitted to the Records Center. Make recommendations to section chief for new filing procedures as needed.
 - A5. Assist procurement managers with posting and updating contracts and bids on Vendor Net to ensure timeliness of information provided to vendors and state agencies.
 - A6. Accept and officially date stamp official sealed bids. Ensure confidentiality of bids and bidder list log. File and secure bids in bid file until due date. Provide receipt of bid documentation if requested.
 - A7. Respond to questions from vendors, municipalities and the public regarding the Vendor Net registration and subscription process. When necessary, forward questions to the appropriate Bureau staff. Provide follow-up communication to customers as necessary.
 - A8. Ensure that all contract vendors are on WisMart and obtain completed W9s from those that are not.

- A9. Assist with any annual purchasing reports by collecting and coordinating data, providing data entry and coordinating the distribution of these reports.
- A10. Provide support for public information requests from vendors and other members of the public as directed by procurement managers, section chiefs or bureau director.
- 10% B. Serve as Section Liaison for Purchasing Staff in Smaller State Agencies Regarding Best Judgment, Simplified Bidding, Requests For Bids/Proposals, Waivers and Contract Development.
 - B1. Respond and provide direction on inquiries from state agencies regarding their authority, responsibilities and procedures for purchasing at the local agency level.
 - B2. Respond to questions regarding the State Bureau of Procurement's bidding/proposal process.
 - B3. Serve as initial contact person for contract information by responding to questions from state agencies, and, as appropriate, refer to CAPS Section or Bureau staff.
- 40% C. Provide Administrative Assistance to Support all Section Activities
 - C1. Maintain files or other processes to maintain priorities and keep tasks and assignments organized for timely completion. Review regular daily, weekly, monthly, quarterly and annual activities and respond meeting all deadlines.
 - C2. Coordinate preparation of miscellaneous informational material with the Quick Copy Center. Proofread documents for accuracy prior to copying. Make revisions as requested.
 - C3. Provide computer word processing/ spreadsheets and data entry services as needed. Maintain and update databases as needed.
 - C4. Maintain the section's purchasing card data file. Verify the purchasing card statements with purchases made by the section's procurement staff. Maintain section file.
 - C5. Assist staff with travel arrangements including state fleet vehicles, airline, hotel and rental car reservations and conference registrations. .
 - C6. Coordinate meeting room arrangements, reserve division's LCD panel/laptop equipment, establish WisLine Conference call arrangements.
 - C7. Create, maintain and reconcile purchase orders as directed.
 - C8. Approve, process, and release purchase orders for state agencies over \$5,000.
- 5% D. Share Information/Resource Coordinator Responsibilities for the Bureau
 - D1. Assist with Bureau responsibilities for telephone answering/messaging services, responding to telephone inquiries, greeting and screening visitors, providing assistance and directions to customers/the public and serving as receptionist as directed.

- D2. Assist with Bureau responsibilities for receiving, sorting and properly distributing all mail, packages and faxes.
- D3. Assist with maintaining office supplies.
- D4. Perform one-time office purchases including reviewing for appropriateness, soliciting prices, and placing orders. Review supplies and forms shipments for accuracy and resolve problems as necessary.
- D5. Process invoices. Upon receiving invoices process a direct charge. Using appropriate funding, code, explanation/purpose and sign, make copies and send invoice up for payment, this includes membership dues, subscription renewals, etc.
- 5% E Perform other duties, including special projects, as assigned.

Knowledges, Skills, and Abilities:

- Effective oral and written communication skills and practices.
- Skill in using computer software packages, including the Microsoft Office Suite
- Ability to prepare clear and concise oral and written reports
- Interpersonal skills including the ability to maintain effective working relationships with coworkers and customers; work effectively with diverse populations
- Strong organizational skills and ability to pay attention to detail
- Ability to make decisions using sound judgment; and work independently.