Purchasing Associate
Position 033714
State Use Program Staff Support

Position Summary

Under the supervision of the Section Chief of the Enterprise Sourcing Section, this position provides a wide variety of administrative and procurement support services for procurement specialists for the State Use Program, other programs, and the section.

Goals and Worker Activities:

50%
A. Provide administrative and support services to the State Use Program

A1. Make State Use Board meeting arrangements, prepare and distribute meeting agendas, and maintain up-to-date directories of certified work centers. Record, draft, finalize, and distribute the minutes of the State Use Board meetings.

A2. Assist with the annual recertification of work centers, including updating the database of work center capabilities to provide goods and services to the State.

A3. Respond to work center requests for research and development information, gather data from procurement managers, and request samples from private sector vendors as needed.

A4. Assist with the preparation of the State Use Board Annual Report by collecting data from work centers, developing database information, and coordinating the printing and distribution of the report.

A5. Assist with the preparation of the State Use Fair Market Review by collecting data from work centers, developing database information, and coordinating the presentation of the information.

A6. Maintain all records and assist staff as required.

25%
B. Provide administrative and support services to Enterprise Sourcing section staff and to the Bureau to support all activities.

B1. Assist with the preparation and processing of questionnaires, legal notices, RFB's, RFP's, abstracts, contracts, and amendments.

B2. Assist procurement specialists/contract managers with bid openings, standards committee meetings, vendor conferences, and award meetings. Prepare contract and bid files.

B3. Provide support for public information requests from vendors and other members of the public as requested by procurement specialists or as directed by section chiefs or the Bureau director.

B4. Serve as a backup contact person for contract information by responding to questions from vendors and state agencies as needed.

B5. As needed, accept and officially date stamp submitted 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.

B6. Perform computer word processing/spreadsheets and data entry services as needed. Assist with setting up and providing technical support during presentations such as Go-to-Meeting.

B7. Assist staff with travel arrangements. This includes airfare reservations, registering staff for conferences, and hotel reservations.

B8. Serve as a backup to the other purchasing associates. These duties may include functioning as a central resource point, providing telephone answering/message services, sorting and properly distributing all mail, responding to telephone inquiries, greeting and screening visitors, and providing assistance and directions to customers and the public.

B9. Coordinate meeting room arrangements for the section and assist in maintaining the reservation system for the Division's electronic equipment.

B10. Prepare receipts for copying charges

B11. Function as a backup in the maintenance of the office supply inventory and order supplies, including toner, drums, reports, forms, and other items as needed.

B12. Process invoices using appropriate funding codes, justifications, and obtain or verify appropriate signature. Make copies and forward invoice for payments.

B13. Review the General Services bill; independently verify direct charges, fleet, and purchasing card expenses making sure funds are in agreement with reports. Ensure that Bureau telephones are charged to appropriate funds. Prepare correction transfers to ensure that expenditures are charged to proper funds and budget lines.

15%
C. Provide administrative and program support services to the Affirmative Action/Contract Compliance Program

C1. Maintain records and assist the program coordinator as required

C2. Review submitted plans and ensures that all materials have been received

C3. Respond to requests for information

C4. Assist in the preparation of reports as needed

10%
D. Perform other duties as assigned including special projects.

D1. Respond to general questions regarding VendorNet and the VendorNet registration and subscription process as a backup to the Help Desk staff

D2. Provide support as needed to the State Surplus Property Program

D3. Assist in the maintenance of the Bureau's web page

D4. Maintain and order the Bureau's office supplies and toner

Knowledges, Skills, and Abilities:

- Ability to perform purchasing support services for Bureau and Section staff with program management, report and contract development, RFB's, and RFP's
- Ability to provide administrative assistance to support all section activities
- Ability to follow office practices and procedures
- Ability to work with a variety of office software, including Excel
- Keyboard and math skills
- Record maintenance, and file management skills
- Exceptional interpersonal and written communication skills