

**Purchasing Associate
Position 308026
Enterprise Sourcing Section Staff Support**

Position Summary

Under the general supervision of the Chief, Enterprise Sourcing Section, this position provides a wide variety of procurement support services for procurement specialists in the section. This position also provides overall general administrative support for the bureau and division as needed.

WORKER GOALS AND ACTIVITIES

70%

- A. PERFORM PURCHASING SUPPORT SERVICES FOR SECTION PROCUREMENT SPECIALISTS REGARDING REQUESTS FOR BIDS, REQUESTS FOR PROPOSALS 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 procurement managers for new filing procedures as needed.
 - A5. Create and maintain section and/ or bureau database for Requests for Approvals, appeals, grant waivers, emergency procurements; bureau correspondence and other records as directed.
 - A6. Assist procurement managers with posting and updating contracts and bids on VendorNet to ensure timeliness of information provided to vendors and state agencies.
 - A7. Respond to questions regarding the State Bureau of Procurement's bidding process. 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.

- A8. Coordinate preparation of miscellaneous informational material with the Quick Copy Center. Proofread documents for accuracy prior to copying. Make revisions as requested.
- A9. Assist procurement staff with updates and revisions to the State Procurement Manual.
- A10. Serve as initial contact person for contract information by responding to questions from vendors and state agencies.
- A11. Respond to requests for information regarding rules, policies and procedures for official sealed bids/proposals by developing knowledge of Chapter 16, Subchapter 4 Wisconsin Statutes, applicable Administrative Codes and the State Procurement Manual.
- A12. Respond to questions regarding the VendorNet registration and subscription process. When necessary, forward questions to the appropriate bureau staff. Provide follow-up communication to customers as necessary.
- A13. Ensure that all contract vendors are on WisMart and obtain completed W9s from those that are not.
- A14. Assist with any annual reports by collecting and coordinating data, providing data entry and coordinating the distribution of these reports.
- A15. Provide support for public information requests from vendors and other members of the public as directed by procurement managers, section chiefs or bureau director.
- A16. Maintain tickler file or oilier 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.

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B PROVIDE ADMINISTRATIVE ASSISTANCE TO SUPPORT ALL SECTION ACTIVITIES

- B1. Provide computer word processing/spreadsheets and data entry services as needed. Maintain and update databases as needed.
- B2. Maintain the section's purchasing card data file. Verify the purchasing card statements with purchases made by section staff. Maintain section file.
- B3. Assist staff with travel arrangements including fleet vehicle, airfare, hotel and rental car reservations and conference registrations.

- B4. Coordinate meeting room arrangements, reserve division's LCD panel/laptop equipment, establish WisLine conference call arrangements.
- B5. Create, maintain and reconcile purchase orders as directed.
- B6. As directed by the section chief and procurement specialist staff, update Department of Administration/Bureau forms, process new forms, announce and distribute new forms with any new procedures.

10%

C. SHARE INFORMATION /RESOURCE COORDINATOR RESPONSIBILITIES FOR THE BUREAU

- C1. Assist with bureau responsibilities for telephone answering/ messaging, services, respond to telephone inquiries, greet and screen visitors, provide assistance and directions to customers/the public and serve as receptionist as directed.
- C2. Assist with bureau responsibilities for receiving, sorting and properly distributing all mail, packages and faxes.
- C3. Assist with bureau responsibilities for the securing and distributing of payroll checks.
- C4. Assist with maintaining office supplies. Determine supplies and forms placements needs and place orders as appropriate including such purchases as, toners, drums, cell phones and Dun and Bradstreet reports. Reconcile the state's purchasing card with purchases made for the bureau.
- C5. Assist with the coordination of State Agency Purchasing Council meeting minute recordkeeping.
- C6. 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.
- C7. 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.

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D. PERFORM OTHER DUTIES AS ASSIGNED.

- D1. Troubleshoot problems as needed for the section, bureau and division.
- D2. Perform special projects as assigned.

Knowledges, Skills, and Abilities:

- Ability to understand contracts, administrative rules, legislation and directives as they pertain to procurement
- Attention to detail with high organization skills
- Effective oral and written communication skills and practices.
- Skill in using computer software packages, including spreadsheet, word processing and data base skills.
- 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
- Ability to make decisions using sound judgment; and work independently.