

MAJOR FUNCTION

Responsible for entry level procurement of goods and services for City departments as assigned by management. Reviews requisitions for purchase to ensure they are within the guidelines of Procurement Policy and Administrative Policy and Procedures related to procurement activities. Provides para-professional support to senior procurement staff on city-wide and department specific long-term contracts to ensure that extensions and rebids are timely and for Request for Proposals (RFPs), Invitation to Bids (ITBs), and other formal procurements. Provides vendor profile management in coordination with Disbursements staff assigned to vendor team. Interacts with requisitioners to answer system and procedural questions regarding the entry of requisitions and receiving thereon in the City's core Financial system.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Review and source requisitions up to \$50,000 for purchases of goods and non-professional services for City departments and related entities in accordance with all applicable laws, rules and regulations. Responds to department user questions and ensure customers' needs are met. Provide support to purchasing agents throughout the solicitation process for competitive bids and request for proposals and other methods used of formal procurements including organizing documents, data entry into solicitation log/bidding/financial system. Facilitate and attend vendor demonstrations as needed. Prepare and scan bid documents into electronic data management system at the completion of the solicitation process. Process quotes in Bidding System on behalf of City departments and related entities in accordance with all applicable laws, rules and regulations. Provide first line of support for requesters/requisitioners on the requirements for entering requisitions into the Financial system. Works with the procurement Subject Matter Expert (SME) and Enterprise Resource Planning (ERP) functional staff to ensure customer needs are met and problems/issues are resolved satisfactorily. Provides day to day support for the vendor management profiles in the financial system. Responds to vendor questions and ensures all vendor data is captured to ensure compliance with Federal and State regulations. Maintains public records requests log and provides or facilitates the provision of documents to fulfil the request. Provides day to day support to management in the scheduling of meetings, coordinating calendars, updating business process and system job aid documentation.

Other Related Duties

Performs related work as required

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Fundamental knowledge of a variety of administrative procedures including recordkeeping, data entry, and scheduling and facilitating meetings. Advanced knowledge of using personal computers, printers and document management equipment. Ability to maintain detailed records and perform a variety of related administrative and clerical tasks. Skill in the use of computers and the programs and applications necessary for successful job performance. Basic knowledge of rules, regulations, and policies involved in the procurement functions. Ability to express oneself clearly and concisely orally and in writing. Ability to establish and maintain effective working relationships with supervisors, other departmental employees, vendors, and the public.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and three years of clerical or administrative support experience in operational functions such as accounting, procurement, human resources, or legal support. Successfully completed studies beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis for the required experience.

Necessary Special Requirement

Most possess a valid Class E State driver's license at the time of appointment.

Established: 12-18-18