

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant upon Sue Rebello's retirement

Work Phone: 608-266-4521

2. Class Title (i.e. payroll title):

Buyer 1

3. Working Title (if any):

Buyer 1

4. Name & Class of First-Line Supervisor:

Mary Richards

Work Phone: 608-266-4026

5. Department, Division & Section:

Finance

6. Work Address:

210 MLK JR BLVD ROOM 406

7. Hours/Week: 38.75

Start time: 8:00 End time: 4:30

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

The mission of the Finance Department includes stewardship of City resources through financial information, advice and support to the public, employees, City agencies and policymakers. This position will enhance stewardship via the procurement cycle by leading the bid/rfp process and providing excellent customer service to the public, employees, City agencies and policymakers.

11. Position Summary:

This is responsible operational-level professional and administrative procurement work within the functional area of Purchasing of the Finance Department. Work involves providing diverse centralized purchasing services to city agencies contracting for goods and services. Under the general supervision of the Procurement Supervisor, work involves close attention to detail, discretion, judgment, and initiative in meeting program objectives within established parameters.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 50% A. Performing and coordinating procurement operations
1. Provide professional and technical assistance to city agencies in all procurement functions: determining need, ensuring that bidding processes are equitable, competitive, and in accordance with local, state, and federal regulations; evaluating proposal responses, tabulating results, determining best value, and awarding contracts; analyzing supplier performance standards and suitability of purchased commodities and services;
 2. Conduct qualitative proposal evaluations incorporating such considerations as: product specifications, delivery requirements, bid or performance bonds, affirmative action plans, sweat-free law, and city standard terms and conditions;
 3. Attempt to achieve cost savings for the City by such activities as: negotiating directly with suppliers for more competitive pricing, and developing the least restrictive specifications which will stimulate competition to result in lower costs or volume discounts;
 4. Provide analytical data for major procurement expenditures and cost savings to City management;
 5. Recommend disposition of surplus property and the implementation of the City's centralized purchasing guidelines and procedures;
 6. Participate in the development of processes, methods, priorities, and best practice procurement standards;
 7. Assist in the maintenance and upgrading of the City's ERP purchasing applications, website, and purchasing card program including set-up, data imports, and related conversions;
 8. Coordinate and assist with contract negotiation and execution;
- 30% B. Performing financial transactions in MUNIS for Accounts Payable and provide Procurement support services
1. Review p-cards for proper accounting and documentation, and approve statements as warranted
 2. Distribute AP checks and verify payments using reports and disbursement journals
 3. Maintain Sharepoint website by uploading and maintaining contract records
 4. Verify/obtain certificates of insurance for contracts
 5. Contact vendors and departments to seek resolution to procurement issues
 6. Schedule, coordinate, and participate in p-card training sessions
 7. Maintain Purchasing Contacts and P-Card Users lists
 8. Gather documentation and fulfill open records requests
 9. Post and maintain documentation in Legistar, Demandstar and Vendornet software and websites
- 10% C. Provide assistance to other City agencies
1. Serve as liaison in coordinating procurement activities, policies, and procedures, and local, state, and federal regulations;
 2. Attend meetings to gather and convey relevant procurement information;
 3. Provide guidance and consultation to agency staff on an ad hoc or project basis;
 4. Other duties as assigned;
- 10% D. Surplus maintenance
1. Broadcast department surplus City wide
 2. Arrange pickup of surplus items by SWAP
 3. Enter and monitor Public Surplus items on auction sites, arrange payments for purchased items
 4. Pay monthly invoice from Public Surplus

13. Primary knowledge, skills and abilities required:

Knowledge of purchasing principles, operations, and practices of procurement. Working knowledge of office/business practices and terminology. Knowledge of related budgeting and encumbrance accounting principles. Working knowledge of MS Word and Excel (or related software). Ability to maintain effective

working relationships. Ability to prepare complete and concise activity and cost feasibility reports. Ability to prepare bid specifications and to conduct complex qualitative analysis and evaluation of proposals. Ability to develop and maintain related recordkeeping systems. Ability to communicate effectively orally and in writing. Ability to perform related mathematical computations. Ability to analyze procurement data and to exercise judgment in recommending the purchases of commodities and services. Ability to maintain adequate attendance. Working knowledge of English composition, correct punctuation, spelling, grammatical usage, and acceptable business letter and report formats. Knowledge of business math and basic accounting and budgeting practices. Ability to prepare finished letters, memorandums and reports from rough draft, outline or original composition. Ability to gather, organize, review and report information.

14. Special tools and equipment required:

None.

15. Required licenses and/or registration:

None.

16. Physical requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer and use a monitor for extended periods of time.

17. Supervision received (level and type):

Work is performed with professional discretion and judgment with general supervision.

18. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

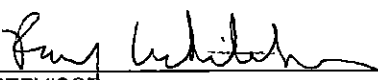
I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

20. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).



SUPERVISOR

6-10-19

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.