

**MAJOR FUNCTION**

Provides administrative and para-professional support to senior procurement staff on city-wide and department specific long-term contracts to ensure that extensions and rebids are completed timely. Under direction, is responsible for entry level procurement of standard commodities 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 day to day support for 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 commodities and non-professional services for City departments and related entities in accordance with all applicable laws, rules, and regulations. Prepares Invitation to Bids (ITBs) for vendors and submit advertising of bids to newspapers and/or vendors as appropriate. Responds to department user questions and ensure customers' needs are met. Provide support to purchasing agents throughout the competitive solicitation process, including organizing documents, data entry into solicitation log/bidding/financial system. Review bids, contracts, or related documentation to verify for accuracy and completeness. 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. Maintains public records requests log and provides or facilitates the provision of documents to fulfil the request. Generate and file departmental related reports or documents relating to the department's purchasing function. Provides day to day support to management in the scheduling of meetings, coordinating calendars, updating business process and system job aid documentation.

**Other Important 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. Basic knowledge of generally accepted purchasing principles, rules, established procedures, departmental guidelines, and regulatory requirements applicable to procurement functions. 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 both 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 one year of experience in administrative support functions related to government purchasing. .

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of application.

Established: 12-18-18

Revised: 01-14-23