

MICHIGAN SENATE

SENATE BUSINESS OFFICE

POSITION POSTING

SENIOR PURCHASING AGENT

SUMMARY:

Under the direction of the Director of the Senate Business Office and supervised by the Finance Manager, the Senior Purchasing Agent is responsible for purchasing, leasing and maintenance of products and services, software, and supplies ensuring compliance with Senate Rules, Policies and Procedures. The Senior Purchasing Agent acts as an expert in the principles, practices, and methods of procurement including contracts, negotiation techniques applicable to the public sector, bidder evaluations, and laws governing public purchasing activities. The Senior Purchasing Agent prepares and oversees bids, contracts, requisitions, and purchase orders for the Senate's general and data processing appropriations and makes recommendations for awards. Consulting with the Finance Manager and Director of the Senate Business Office, the Senior Purchasing Agent establishes, implements and updates procedures, guidelines and programs to enhance the purchasing system.

ESSENTIAL JOB FUNCTIONS:

- Purchases high quality products, services, software, and supplies for the Senate at the lowest possible price; ensures compliance with Senate Rules and Senate Policies and Procedures
- Prepares, assembles, distributes, and oversees bids, contracts, requisitions, and purchase orders for the Senate's general and data processing appropriations; evaluates bids and makes recommendations for awards
- In consultation with the Finance Manager and Director of the Senate Business Office, establishes and implements purchasing procedures, guidelines and programs that maximize purchasing value, foster competition, and safeguard the quality and integrity of the purchasing system
- Assists Senate Information Services, Senate Police and Senate General Services with authorized purchasing through review of vendors, pricing, and product availability; suggests alternatives where appropriate; verifies available budget, places orders, and resolves vendor disputes
- Oversees usage of the multi-function machines in the building; reports quantities to the vendor as needed and manages the information received from General Services regarding existing machines; works with Information Services to maintain excellent service to the offices and create employee communications; serves as the point of contact for offices regarding services provided when outside of Information Service's technical scope; performs purchasing and contract management functions for multi-function machines
- Works closely with Accounts Receivable and Accounts Payable to close the purchasing workflow
- Works with vendors to maintain good business relationships and assist in their proper registration on the State of Michigan's vendor file
- Provides procurement assistance to Facilities Operations Coordinator as requested, including participation in vendor solicitation planning and RFP development; may participate in award determination; ensures compliance with governing rules and policies

SECONDARY DUTIES AND RESPONSIBILITIES:

- Serves as liaison with DTMB on the acquisition and use of procurement cards and reporting
- Trains Senate users on the purchasing component of the Senate's financial system
- Maintains vendor website login information; stays informed of updated literature, and vendor product offerings
- Assists the Facility Operations Coordinator with maintaining purchasing information in the fixed asset database and provides input on system capability and potential replacement
- Performs all other duties as assigned by the Director of the Senate Business Office and the Finance Manager

EDUCATION/EXPERIENCE:

- Bachelor's degree in Business Administration, Purchasing, Supply Chain or related field required
- Minimum of five years of purchasing or supply chain experience required, with governmental or public purchasing preferred
- Experience with State of Michigan expenditure coding and vendor payment system preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Strong knowledge of electronic data processing systems
- Ability to learn various computerized systems relating to purchasing, fixed assets, and inventory with the ability and desire to train and assist other users of these systems
- Proficiency in all phases of the Senate's purchasing system including; requisitions, purchase orders, payables, use of inquiry screens and report generation; serves as purchasing system subject matter expert
- Strong knowledge of purchasing practices and systems
- Ability to apply the principles and practices of public purchasing and the methods of competitive bidding, evaluation of bids, and sources of supply
- Ability to compare data from a variety of sources for accuracy and completeness
- Ability to analyze and evaluate bids, proposals, purchase requisitions, specifications, and other purchasing related documents
- Proficiency in Microsoft Office programs (Excel, Word, and Outlook) and purchasing software
- Ability to work outside prescribed work hours when necessary
- Ability to maintain confidentiality of information
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package
SALARY: \$65,000 - \$80,000, based on experience
GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

Interested applicants, please submit a cover letter and resume to:

PO Box 30036
Lansing, MI 48909
Email: resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.