

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Buyer Manager-3	10. Division Business, Health, and Library Services
5. Working Title (What the agency calls the position) Procurement Manager	11. Section Office of Financial Management
6. Name and Position Code Description of Direct Supervisor WALTERS, KEVIN; STATE ADMINISTRATIVE MANAGER-1	12. Unit Grants and Contracts - Procurement
7. Name and Position Code Description of Second Level Supervisor SIMMONS, SPENCER; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 608 West Allegan, Lansing, MI 48933 / Monday - Friday, , 8 a.m. – 5 p.m.

14. General Summary of Function/Purpose of Position

The employee functions as a first-line professional manager of professional positions in a complex work area. This position is responsible for planning, directing, organizing, managing, and leading the procurement staff activities within the department. Responsibilities include managing complex procurement tasks including overseeing contracts and grant documents requiring highly specialized personnel support, directing and overseeing purchasing functions including administrative board approvals and P-Card procurement specifications, and overseeing reporting for the 15 program offices within MDE. This position follows DTMB, Civil Service, and Michigan Department of Education (MDE) policies and procedures to coordinate and supervise a full range of work assignments for these program activities. This position oversees compliance to maintain the department's delegated authority status with DTMB Central Procurement and also serves as the department lead on all procurement audit activities and requests from the Office of Attorney General. Additionally, the position resolves issues and ensures staff follows requirements on bidding, contract, and internal MDE procurement policies and procedures.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Lead, oversee, and provide direction on all procurement activities within the unit for the department.

Individual tasks related to the duty:

- Establish program objectives for the procurement program, including goals, priorities, operating procedures, and manages implementation methods within overall policies and procedures for the department and state.
- Implement processes that lead to program compliance with DTMB-Central Procurement, departmental policies and procedures, state administrative board requirements, and reporting on departmental purchasing.
- Oversee procurement staff activities by scheduling work assignments, setting priorities, and leading work of employees.
- Provides oversight and authority for purchasing functions within the department.
- Lead the department in procurement related activities, including review and approval within the Statewide Integrated Governmental Management Application (SIGMA).
- Supports the Office Director as a technical advisor on procurement matters.
- Craft, evaluate, negotiate, and execute a wide variety of different contracts covering a range of transactions.
- Create and negotiate the terms and conditions of contracts.
- Create and maintain relationships with suppliers and serve as the lead point of contact for matters concerning contracts.
- Research and complete any necessary requirements to receive appropriate approval to bid and submit bids for local, state, and federal government contracts.
- Communicate and present information to leadership about all contract-related matters.
- Conduct and lead procurement review meetings, with agency directors and upper management.
- Research and stay aware of upcoming bid opportunities.
- Identify new and valuable information to include in bids. Plan and create detailed bidding proposals.
- Identify and research contract-related problems that may arise with other parties and internally.
- Communicate with customers to understand any needed requirements and include in bid proposals. Coordinate with clients, vendors, and suppliers to ensure deadlines and requirements are met.
- Maintain detailed and accurate records of expenses, contracts, and other costs.

Duty 2

General Summary:

Percentage: 20

Lead and manage the work of purchasing professional staff.

Individual tasks related to the duty:

- Plan and coordinate work for MDE purchasing staff.
- Instruct, direct, and evaluate the activities of professional staff.
- Lead and provide assistance to staff in developing project plans with customers.
- Encourage and investigate continuous improvement mechanisms within the Purchasing Unit.
- As required, respond to complex questions related to a specific work assignment.
- Communicate with management team to keep them apprised of sensitive and important issues.
- Provide coaching, counseling, and disciplinary action when/if appropriate to staff.
- Establishes performance objectives with staff, monitor progress and evaluates performance.
- Authorize employee leave requests.
- Monitor employee time and attendance and compliance with work rules, policy, and procedures.
- Hold regular staff meetings with staff to provide information, receive feedback and review expectations.
- Interview and hire new staff.

Duty 3

General Summary:

Percentage: 15

Lead the development and implementation of procurement policies and procedures and provide consultation and technical assistance.

Individual tasks related to the duty:

- Oversee uniform implementation of requirements, laws and rules, and interpretation of various contracting provisions.
- Review all recommendations for revisions to solicitation and contracting templates to ensure clarity, accuracy, objectivity, and adequacy of documentation.
- Provide consultation and technical assistance to contractors to address issues and concerns.
- Review and interpret federal and state guidelines and policies related to the work.
- Consult and interact with various staff to measure and calculate effects of procurement activities.
- Assist in the development of the revision of procedures regarding departmental procurement processes.
- Consult and interact with a variety of professionals, organization representatives, federal, state, and county officials in matters pertaining to management/administration and delivery of contracted services.
- Stay current regarding changes in program rules, regulations, policies, and procedures in order to analyze the impact on procurement activities.

Duty 4

General Summary:

Percentage: 10

Oversee and coordinate all procurement and contractual negotiations within MDE.

Individual tasks related to the duty:

- Review procurement requests submitted by program staff and assign them to Purchasing Unit staff.
- Manage the preparation of solicitation plans and documents.
- Oversee solicitation activities including the assignment of timeframes and responsibilities.
- Approve solicitation documents prior to posting.
- Ensure procurement activities comply with state procurement policy.
- Ensure State Administrative Board approval is obtained as appropriate.
- Lead and manage contract negotiations between program area and contractor as appropriate.
- Serve as the lead Purchasing representative in various meetings.
- Oversee and maintain the development and maintenance of procurement forms and procedural manuals.
- Review and approve procurement contracts created by staff, checking for accuracy of description of products, services, and specifications.

Duty 5

General Summary:

Percentage: 5

Other duties as assigned.

Individual tasks related to the duty:

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Responsible for own work product. Daily decisions are made in relation to providing purchasing and contractual services to department personnel. Responsible for leading the work of purchasing professional staff, overseas all procurement duties and staff responsible for procurement within the Michigan Department of Education (MDE). Improper decisions would adversely affect the effectiveness and potentially result in financial consequences of the department's programs.

17. Describe the types of decisions that require the supervisor's review.

Supervisor's review will be needed when/if major program changes occur within the division or sensitive matters arise. New or unusual situations that are not addressed by internal policies, procedures, or guidance materials.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The job takes place both inside the office and in the field. Person needs to sit, work at a PC, drive, lift, and carry training materials and often stand for prolonged periods of time while conducting training sessions. Overnight travel within the state as well as out-of-state is required. Travel is reimbursed per State of Michigan instruction. State of Michigan vehicles can be used for business purposes only. Travel schedules are determined by employee in conjunction with their supervisor.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
MANAR, JENNY	BUYER-A 12	MUNROE, CAROL	DEPARTMENTAL ANALYST-A 12

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
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| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

The employee functions as a first-line professional manager of professional positions in a complex work area. This position is responsible for planning, directing, organizing, managing, and leading the procurement staff activities within the department. Responsibilities include managing complex procurement tasks including overseeing contracts and grant documents requiring highly specialized personnel support, directing and overseeing purchasing functions including administrative board approvals and P-Card procurement specifications, and overseeing reporting for the 15 program offices within MDE. This position follows DTMB, Civil Service, and Michigan Department of Education (MDE) policies and procedures to coordinate and supervise a full range of work assignments for these program activities. This position oversees compliance to maintain the department's delegated authority status with DTMB Central Procurement and also serves as the department lead on all procurement audit activities and requests from the Office of Attorney General. Additionally, the position resolves issues and ensures staff follows requirements on bidding, contract, and internal MDE procurement policies and procedures.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

The Procurement unit in the Office of Financial Management (OFM) Michigan Department of Education manages all procurement activities for the department. The Michigan Department of Education (MDE) has over 257 grants (both federal and state-funded grants) greatly contributing to Michigan's Top 10 Strategic Education Plan. There are fifteen program offices with over 480 staff. This position will provide management oversight of all procurement responsibilities for MDE, consisting of requests for proposals, quotes, notification, and the coordination of panels to evaluate bids for contracts. This position will oversee contractual extension requests and amendments to existing contracts.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Buyer Manager 13 - 15

Four years of professional experience equivalent to a Buyer, including two years equivalent to a Buyer P11 or one year equivalent to a Buyer 12.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the policies, procedures, and regulations of buyer programs, including such functions as purchasing, leasing, and selling.

Knowledge of specifications, requisitions, purchase orders, invoices, payment vouchers, and delivery reports.

Knowledge of current markets and trade conditions.

Knowledge of the methods of competitive bidding and the sources of supply.

Considerable knowledge of business methods and practices.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity practices.

Ability to instruct, direct, and evaluate employees.

Ability to analyze and appraise facts and precedents in making management decisions.

Ability to develop procedures and methods.

Ability to organize, evaluate, and present information effectively, both verbally and in writing.

Ability to maintain favorable public relations.

Ability to communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

NA.

I certify that the entries on these pages are accurate and complete.

D. CLARK

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date