

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 BUREAU OF STATE LOTTERY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan State Lottery
4. Civil Service Position Code Description Procurement Technician-E	10. Division Administration
5. Working Title (What the agency calls the position) Procurement Technician	11. Section Department Services
6. Name and Position Code Description of Direct Supervisor THOMPSON, KRISTI; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor THOMPSON, KRISTI; STATE BUREAU ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 101 E Hillsdale, Lansing, MI 48933 / M - F; 7:45 am - 4:45 pm (may vary)
14. General Summary of Function/Purpose of Position This position will be assisting with a variety of technical assignments in support of the Administrative Division of Lottery. The technician creates and maintains data tracking, creation of spreadsheets and purchasing files, and is responsible for closing transactions related to purchasing transactions. The primary functions of this position are to assist the purchasing and contracts staff in the completion of purchasing functions which include the purchase orders (PO's), obtaining quotations for the purchase of supplies, equipment, services, materials and repair parts. Maintains files, computerized records, and completes spreadsheets and reports as required. Analyzes costs and pricing of orders and transportation of items. Seeks ongoing guidance of procurement issues, processes, policies and procedures, and assisting with analyzing data, purchasing operations, and preparation of correspondence as it relates to procurement activities. Serves as the primary point of contact for all desk phone and wireless device orders, changes, and trouble shooting. Assists in maintaining records as they relate to the Lottery fleet of leased and agency owned vehicles. Performs additional duties as assigned.	

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: 65**

Performs a variety of general procurement assignments in support of departmental programs, services and activities. Procurement activities include purchasing from statewide contracts, creating, changing and monitoring PO's and DO's in SIGMA, tracking and managing internal procurement activities, working with Lottery staff on procurement needs and utilization of the correct procurement method.

Individual tasks related to the duty:

- Creates and maintains data tracking, creation of spreadsheets and purchasing
- Audits completed purchase requisitions; determines vendor and method of purchase.
- Initiates purchase orders via SIGMA including specifications, terms and conditions.
- Investigates and resolves any difficulties/problems with orders, with the requestor and/or the vendor.
- Processes changes and cancellations of purchase orders when needed.
- Serves as the primary contact for any p-card procurements.
- Assists the procurement specialist with tracking of RFP's, contracts, information technology statutory Authority procurements.

Duty 2

General Summary: **Percentage: 15**

Payment activity to include reconciliation of the related paperwork for each day.

Individual tasks related to the duty:

- Cash Receipts: Creates batches in Great Plains software and enter checks received for retailer payments, bond payments, restitution payments, licensing application fees, and other miscellaneous payments.
- Payments: Processes miscellaneous payments for Charitable Gaming refunds, airport refunds, cost of ticket refunds and mail payments with appropriate correspondence to the organization or lottery player.
- Pending Claims: Logs and maintains file folders for complex pending claims which require research received by all six Lottery regions. Processes disposition from security when received by either issuing payment to the player, creating exceptions for approval by accounting, or creating and modifying written correspondence sent to players when the disposition is denied.

Duty 3

General Summary: **Percentage: 10**

Assist with tracking and maintaining all of Lottery state owned and/or leased fleet vehicles and facility management operations.

Individual tasks related to the duty:

- Assists Department Service Analyst with the acquisition and replacement of vehicles with DTMB – VTS and Lottery staff.
- Assists Department Service Analyst with fleet monitoring utilization and usage of various assigned vehicles to Lottery staff.
- Assists with monthly vehicle billing and mileage reports.
- Organizes and directs the work in all areas of facilities management for Lottery Central as well as regional offices, vehicle fleet operations, telecommunications, forms administration, surplus and salvage, mail distribution, supply order fulfillment, shipping and receiving, recycling, and confidential records destruction. Assists the Deputy Commissioner of Administration with program planning, policy and procedure development and implementation, and special projects.

Duty 4

General Summary: **Percentage: 5**

Primary point of contact for all Lottery desk phones and procurement of wireless services and devices.

Individual tasks related to the duty:

- Serves as liaison between the agency and the telephone vendors and the point of contact within the department for the users of these services.
- Coordinates acquisition of data devices and respective calling plans utilizing state telecommunications contracts. Reviews billing and determine most efficient device and calling plan for each account.
- Processes orders and obtain the appropriate approval for Verizon and T-Mobile changes to current user records and new users accounts.

Duty 5

Serves as the alternate Lottery Agency Security Administrator (ASA) and performs other duties as assigned.

Individual tasks related to the duty:

- Assists with monitoring of employee access
- Assists with new access requests
- Assists with SIGMA Security reviews.

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

Initial decisions in the ordering and coordination of products based on Departmental and DTMB policies and procedures,

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

Decisions beyond the scope of authority delegated to the position. Final approval on purchase requests.

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 is performed in a general office environment requiring minimal physical effort or exertion, lifting no more than 25 lbs. Physical effort would be sitting, standing, and walking to other areas and transporting files within the office. This position may require occasional travel.

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.

Additional Subordinates

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

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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?

The position is properly described in the preceding pages.

23. What are the essential functions of this position?

This position will be assisting with a variety of technical assignments in support of the Administrative Division of Lottery. The technician creates and maintains data tracking, creation of spreadsheets and purchasing files, and is responsible for closing transactions related to purchasing transactions. The primary functions of this position are to assist the purchasing and contracts staff in the completion of purchasing functions which include the purchase orders (PO's), obtaining quotations for the purchase of supplies, equipment, services, materials and repair parts. Maintains files, computerized records, and completes spreadsheets and reports as required. Analyzes costs and pricing of orders and transportation of items. Seeks ongoing guidance of procurement issues, processes, policies and procedures, and assisting with analyzing data, purchasing operations, and preparation of correspondence as it relates to procurement activities. Serves as the primary point of contact for all desk phone and wireless device orders, changes, and trouble shooting. Assists in maintaining records as they relate to the Lottery fleet of leased and agency owned vehicles.

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

Position establishment.

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

The procurement section is within the Division of Lottery Administrative Services, which is responsible for management and monitoring of department-wide accounting, budgeting, purchasing, fixed assets, motor vehicles, equipment, and many other administrative operations. Administration provides budget development, agency and program budgeting, of revenues, expenditures and fund balances, revenue receipting, and accounts payable; provides vehicle travel services to Lottery state employees, property management services, property inventory, and departmental purchasing.

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

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Procurement Technician 7

One year of administrative support procurement experience in a purchasing office equivalent to the experienced level, or one year of experience in the receipt, storage, and distribution of supplies and materials equivalent to the 7 level.

Procurement Technician 8

One year of experience equivalent to a Procurement Technician 7, or one year of administrative support procurement experience in a purchasing office equivalent to the advanced level, or one year of experience in the receipt, storage, and distribution of supplies and materials equivalent to the 8 level.

Procurement Technician E9

Two years of experience equivalent to a Procurement Technician, including one year equivalent to a Procurement Technician 8.

Alternate Education and Experience

Procurement Technician 7 - 10

Completion of a one-year college level business program may be substituted for the entry level (7 level) experience requirements.

Possession of a Bachelor's degree and two years of job-related experience qualifies for the experienced level Procurement Technician E9 classification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state purchasing regulations, rules, and practices.
- Knowledge of forms used in the work including state purchasing forms, invoices, bills of lading, purchase orders, packing slips, and vouchers.
- Knowledge of business methods and purchasing practices.
- Ability to locate sources of supply.
- Ability to make decisions on purchases.
- Ability to anticipate seasonal and specific requirements in the procurement of materials, supplies, and equipment.
- Ability to maintain effective working relationships with vendors, suppliers, and government officials.
- Ability to communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

N/A

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

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