# 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.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>DEPARTMENT OF STATE</td>
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<thead>
<tr>
<th>3. Employee Identification Number</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
<tr>
<td></td>
<td>Department Services Administration</td>
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<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>10. Division</th>
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<tbody>
<tr>
<td>Procurement Technician-E</td>
<td>Office of Financial Services</td>
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<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>11. Section</th>
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<tbody>
<tr>
<td>Procurement Technician 7 - E9</td>
<td>Procurement Services</td>
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<tbody>
<tr>
<td>METZGER, KIM A; DEPARTMENTAL MANAGER-2</td>
<td>Purchasing Services Unit</td>
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<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>13. Work Location (City and Address)/Hours of Work</th>
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</thead>
<tbody>
<tr>
<td>BASSETT, CHAD D; BUYER MANAGER-4 15</td>
<td>430 W. Allegan St., Lansing, MI 48933 / Mon – Fri 8:00 a.m. – 5:00 p.m.</td>
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14. General Summary of Function/Purpose of Position

This position serves as a department coordinator between procurement and program areas for SIGMA requisition data entry. This position assists the Procurement Unit Manager and Buyer(s) with obtaining competitive quotes and RFP development including the review and maintenance of contract files for compliance with DTMB-Procurement policy and procedures. The position will also serve as a key contact for wireless devices for the Department. The position also carries out other technician level research and analysis assignments related to procurement. This position will be expected to have a broad knowledge of the Department, the functions of its various business areas and create, foster and maintain an open and helpful relationship with them.
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:** Obtain and perform data entry in SIGMA and other procurement tools for all requisitions that need to be created.

**Percentage:** 60%

**Individual tasks related to the duty:**

- Review procurement request from program areas for accuracy of description of products, services, and modify departmental specifications as needed.
- Assists departmental employees in deciding which supplies and equipment will best meet their needs.
- Enter procurement data in SIGMA for creation of requisitions.
- Work with program offices for any items that need to be purchased from the office supply contract.
- Create, maintain and delete user profiles for the office supply contract.
- Participates in researching and writing specifications for items to be purchased.
- Maintains records, prepares reports, and conducts correspondence related to the work.

**Duty 2**

**General Summary:** Assist the Procurement Manager and Buyer(s) with preparing Request for Proposals (RFP's) and other purchasing related functions.

**Percentage:** 15%

**Individual tasks related to the duty:**

- Assist with preparing and analyzing RFP’s.
- Issue advice of change notices for existing contracts.
- Assist as needed with the analysis of bids and document the bid process.
- Keeps informed of market conditions and makes purchases at a time advantageous from a cost and availability standpoint.
Duty 3

General Summary: Performance of other technician level research and analysis assignments related to procurement.

Percentage: 15

Individual tasks related to the duty:

- Collect, consolidate, analyze, and maintain program data necessary to meet program reporting and evaluation requirements, and the goals of the section.
- Track orders and take actions necessary to make sure orders are completed and filled in a timely manner.
- Work with DMTB, MDOS Inventory and MDOS Warehouse staff to resolve purchasing issues.
- Work with Branch Offices and the contracted janitorial services to ensure contract obligations are met.
- Establish, administer, and evaluate programs; recommend program policies and procedures; and designs forms.
- Assist in planning, implementing, and evaluating services; consolidate data and preparing reports.
- Use and maintain computer databases to record and analyze data on program and service activities.
- Traces shipments by telephone and/or other means to expedite deliveries.
- Assures that freight charges and terms are as specified by purchase orders and delivery reports.

Duty 4

General Summary: Complete all wireless device duties under direction of the Purchasing Manager.

Percentage: 10

Individual tasks related to the duty:

- Place orders for new wireless devices
- Meet with service provider(s) of wireless devices to the State in order to be aware of emerging technologies and pricing.
- Surveys equipment needs and prepares reports.
- Ensure all smart devices are enrolled in the DTMB Mobile Device Management program.
- Direct wireless user for help and troubleshooting should devices have problems.
- Provide basic troubleshooting assistance to users.
- Create Remedy request for smart device service and support as needed.
- AARP returned equipment when it is no longer of value to the department.

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

1. Decisions as to appropriate purchasing procedures.
2. Determine compliance with policies, procedures, and various statutory requirements.
3. Determine prioritization of orders to ensure goods/services are received when needed by customer.
4. Review requisitions for accuracy and completeness.

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

Normal office environment, prolonged sitting at desk, PC, phone, etc. Travel to meetings.

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):

- N Complete and sign service ratings.
- N Provide formal written counseling.
- N Approve leave requests.
- N Approve time and attendance.
- N Orally reprimand.
- N Assign work.
- N Approve work.
- N Review work.
- N Provide guidance on work methods.
- N 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?

This position serves as a department coordinator between procurement and program areas for SIGMA requisition data entry. This position assists the Procurement Unit Manager and Buyer(s) with obtaining competitive quotes and RFP development including the review and maintenance of contract files for compliance with DTMB-Procurement policy and procedures. The position will also serve as a key contact for wireless devices for the Department. The position also carries out other technician level research and analysis assignments related to procurement. This position will be expected to have a broad knowledge of the Department, the functions of its various business areas and create, foster and maintain an open and helpful relationship with them.

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

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

The Procurement Unit is responsible for the procurement of goods and services for the Department of State. This position acts as department coordinator between procurement and program areas for SIGMA, and assists the Acquisitions Services Manager and Buyer with other purchasing related functions.

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. Ability to make decisions on purchases. Knowledge of business methods and purchasing practices. Ability to locate sources of supply. Ability to maintain effective working relationships with vendors, suppliers, and government officials. Ability to communicate effectively with others. Ability to maintain favorable public relations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Position requires incumbent possess and maintain a valid driver’s license, in accordance with agency’s driving record standards.

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.

________________________________________  ________________
Appointing Authority                            Date