



Detroit Water and Sewerage Department

Class Code:

TITLE: PROCUREMENT SPECIALIST

OPEN COMPETITIVE

Please read entire document before starting your application

Job Category: Procurement

Title: Procurement Specialist

Minimum Salary: \$37,185

Open Date: November 20, 2015

Recruitment Unit: Financial Operations

Vacancies: 3

Maximum Salary: \$87,212

Close Date: Open Until Filled

SUMMARY:

The Procurement Specialist performs duties in the procurement of related to goods, professional services, and construction contracts. Compile bids, data and purchasing documents. Manages suppliers, bids and change orders.

ESSENTIAL JOB FUNCTIONS:

Assist in and assembles data for the preparation of specifications and request for bid forms. Prepare lists of bids of vendors. Manages suppliers, bids, and change orders. Conducts market analysis and reviews specifications. Review bid discrepancies with requisitioner and bidder. Follow security and safety policies and procedures in carrying out work duties. Provides on the job training.

RELATED JOB FUNCTIONS:

Position may be called upon to direct specific project activities or to work as a team member. Conduct routine field inspections of purchases. Prepare simple graphs and charts and other statistical records. Perform related work duties as assigned.

SUPERVISION EXERCISED:

The Procurement Specialist – Level 3 may be required to perform team coordination activities within functional unit.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Clerical and office methods, records and equipment
- Principles of purchasing work, basic accounting and data/statistical analysis
- Methods, practices and procedures involved with the purchase and delivery of materials and supplies in compliance with policies and ordinances
- Bids and contracts analysis, contract law, and the legal aspects of purchasing
- Properties and general characteristics of several broad procurement classes
- Purchasing principles, practices, and methods including specifications review
- Receiving, inspection and testing methods
- Supplier quality assurance functions

SKILL TO:

- Communicate effectively with internal and external customers and vendors
- Compile data and apply analytical methods
- Secure competitive bidding and locate sources of supplies



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- Manage suppliers
- Perform salvage and recycling work
- Conduct price studies and market analyses

SKILL TO CONTINUED:

- Assist with developing and reviewing specifications
- Use advanced technology

ABILITY TO:

- Work effectively in a team-based, flexible workforce with minimal supervision
- Execute all skills and duties classification
- Use job-specific data management systems
- Analyze purchase orders and contracts
- Distribute information, negotiate conditions, and resolve conflict with vendors and contractors
- Effectively utilize appropriate security and safety equipment and procedures
- Maintain regular and reliable attendance
- Communicate effectively, both verbally and in writing
- Understand and follow verbal and written instructions
- Establish and maintain effective working relationships with others
- Communicate frequently with team members and other units across Department about process, equipment or potential problems
- Develop proficiency in unit specific operations and software
- Direct team activities or to work as a team member.

REQUIRED EDUCATION AND EXPERIENCE (position requirements at entry)

- Bachelor's degree; with specialization in Business, Public Administration, Finance, or a Purchasing-related field
- One year recent experience in Procurement-related activities as associated with commodities, services, and contracts

ESSENTIAL REQUIREMENTS

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This position requires the ability to sit and stand for prolonged periods of time, light to moderate lifting, reaching, pulling, and carrying. Manual dexterity and audiovisual/linguistic acuity is required.



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Environmental Working Requirements:

Work is performed in an office or plant environment with exposure to computer screens and noise.

Level Progression Requirements:

See Procurement Specialist Job Progression Chart

Other Requirements:

Valid Michigan Driver's License

THE WAY WE WORK

The Employees of DWSD....

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner in accordance with the DWSD Common Behaviors
- Apply the proper safety/security practices according to established protocols, guidelines and policies

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Specific job duties may vary from position to position. Employees in this class are required to undergo alcohol and drug screening, and are subject to a criminal background investigation.

Eff:

Rev: 1/13/2014



DETROIT WATER AND SEWERAGE DEPARTMENT

JOB POSTING

735 Randolph - Suite 2000

PROCUREMENT SPECIALIST DETROIT, MI 48226

		QUALIFICATIONS (NECESSARY TO ENTER THIS LEVEL)		TIME CONSIDERATIONS
	LEVEL			
Required	1	Education and Experience Requirements: <ul style="list-style-type: none"> Bachelor's degree or equivalent coursework; with specialization in Business, Public Administration, Finance, or a Purchasing-related field Minimum of one (1) year experience 	Demonstrated Ability To: <ul style="list-style-type: none"> Assist in and assemble data for the preparation of specifications and request for bid forms Prepare lists of vendors Conduct routine field inspections of purchases Prepare lists of bids received Review bid discrepancies with requisitioner and bidder Prepare simple graphs and charts and other statistical records and reports Index and file purchasing documents Perform a variety of clerical tasks incidental to purchasing work Perform related work duties as assigned 	<ul style="list-style-type: none"> Advance to Procurement Specialist Level 2 within two (2) years of Level 1 designation



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	LEVEL	QUALIFICATIONS (NECESSARY TO ENTER THIS LEVEL)	TIME CONSIDERATIONS
Required	2	<p>Education and Experience Requirements for Level 1, plus the following:</p> <ul style="list-style-type: none"> • Three (3) years of recent experience in Purchasing-related field as associated with commodities, services, and contracts, preferably in a municipal agency <p>Demonstrated Ability for Level 1, plus the following:</p> <ul style="list-style-type: none"> • Perform purchasing or salvage sales work in a broad assigned area • Review requisitions and confer with customers regarding requirements, specifications, quality, quality, and delivery of goods and services • Prepare requests for bids • Solicits, receives and analyzes quotations for standard and non-standard items • Award contracts and carry out the necessary follow-up and expediting activities to ensure delivery as required • Prepare and maintain a list of vendors and catalogs • Recommend approval of daily request for purchase based on compliance with existing policies, City ordinances, and Finance directives • Generate and respond to correspondence regarding bids, requisitions, cancellation of orders, price changes and adjustments • Respond to vendor and supplier inquiries in person, by telephone or writing 	



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	LEVEL	QUALIFICATIONS (NECESSARY TO ENTER THIS LEVEL)	TIME CONSIDERATIONS
Optional	3	<p>Education and Experience Requirements for Level 1-2, plus the following:</p> <ul style="list-style-type: none"> • Five (5) years of recent experience in Purchasing-related activities as associated with commodities, services, and contracts, preferably in a municipal agency <p>Demonstrated Ability for Level 1-2, plus the following:</p> <ul style="list-style-type: none"> • Review incoming purchases requisitions • Arrange work flow and distribute work assignments to expedite the handling of requisitions and bids • Decide disposition of questionable bids • Review purchase orders and accompanying specifications for completeness and accuracy • Approve the issuance of cancellation or correction notices on bids and purchase orders • Review specifications • Direct the preparation and method of presentation of data on price trends, business conditions, and departmental purchase • Review reports related to shortages and delays in shipments and delivery of inferior merchandise or substitute materials and approves or rejects adjustments • Prepare reports and correspondence relating to procurement or salvage activities • Represent the department at professional societies and other public relations and/or educational activities • Disseminate procurement information to other City agencies • Assist in the preparation of operational manuals • Use advance technology 	

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735 Randolph - Suite 2000
DETROIT, MI 48226

**Please submit an employment application, letter of interest and resume for this position to:
Detroit Water & Sewerage Department
Attn: Sigele Rutledge, Human Resources Generalist
735 Randolph, Suite 2001, Detroit, MI 48226**

**The Employment Application can be found on DWSD's Website:
http://www.dwsd.org/pages_n/careers.html**