



**DETROIT PUBLIC LIBRARY
HUMAN RESOURCES
ANNOUNCEMENT OF VACANCY**

POSITION: Purchasing Administrator

AGENCY: MAIN

For a complete description, log on to www.detroitpubliclibrary.org.

APPLICATION INSTRUCTIONS – EXTERNAL APPLICANTS ONLY

- *Submit completed resume with cover letter to tsimon@detroitpubliclibrary.org*

APPLICATIONS MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE.

No person shall be subject to discrimination in employment, in any program or activity of the Detroit Public Library.

See attached job specification for essential functions and qualifications.

JOB DESCRIPTION

Library – Purchasing Agent, Assistant



Library – Purchasing Administrator

Job Family:	Finance and Business Operations	FLSA Status:	Contractual
Revised Date:	June 28, 2016	Bargaining Unit:	N/A

GENERAL PURPOSE: Under general supervision of the Chief Financial Officer (CFO), assists in the administration and purchasing activities of the Library including developing goals and plans for implementation, formulating procedure, policies, and guidelines; provides customer-responsive service and handles customer service issues; conducts special commodity investigations, including price, quality, and demand; and provides support to the Library – CFO as needed or requested.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Library – Chief Financial Officer; and does not exercise supervisory responsibility.

DISTINGUISHING CHARACTERISTICS: This is a contractual position. It is distinguished from the Library – Purchasing Manager in that contractee does not have formalized supervisory responsibility. Contractee's s are responsible for specialized buying functions and undertake special projects as directed, which require knowledge of public procurement theory and practice.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by the contractor, only a representative summary of the primary duties and responsibilities. Contractor (s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinate and facilitate requests for bids, proposals and quotes by developing specifications and indicating vendors to whom request for bid forms are to be sent; and conducts special commodity investigations, including price, quality, and demand.
- Working with the CFO responsible for generating new purchasing directives procurement procedures and revisions to existing procurement procedures; enforces Library compliance with purchasing policies and procedures; and participants in conflict resolution as it pertains to the order process for goods and services and any invoice discrepancies that might occur.
- Monitors and checks for appropriate approval signatures on requisitions before pricing search and purchase order creation; returns requisition to requesting department or branch if appropriate signatures are not present; and creates Sole Source and Emergency Purchase Orders when necessary.
- Purchases goods and services for use by the Detroit Library system agencies, departments and management's personnel; ensures that expenditures for purchase requisitions are in compliance with Commission policies and procedures; and generate a current listing of continuing contracts of Commission Approval to ensure that the Library activities are not interrupted.
- Processes smaller items for purchase including but not limited to office supplies, janitorial supplies, laser printer supplies, and other library supplies; upon Civic Systems Implementation, approves requisitions electronically once all approvals by specified managers have been met; records any purchases over \$100.00 on the hard copy database; creates separate hard copy database items for electronic equipment purchases of over \$500.00; and sends professional services requisitions to Chief Financial Officer for signature approval before processing.

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- Contacts branches/department if items requested are discontinued or need more specifications; and approves and checks monthly, quantities of online office supplies; amends purchase orders when necessary as instructed by the Purchasing Manager and/or Director, Finance and Business Operations.
- In tandem with the CFO issues Library Request for Proposal (RFP's) Bids, and participates as a member of the vendor selection committee, facilitates the development of specifications for the Detroit Public Library (DPL) Request for Quotes, Invitations to Bid and Request for Proposals to obtain goods and services for the library; announces the request via the DPL website, various newspaper publications, related trade publications, and the website of the Michigan Minority Business Development Counsel..

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Reviews requisitions and confers with customers (branches and departments) regarding requirements, specifications, quantity and quality of goods, services, and delivery; reviews and checks pricing for items listed on requisitions; searches for additional pricing on items; and request special pricing from vendor, if any item looks to be more expensive than previous history.
- Assists in the creation of Standing Order Purchase Orders (PO) for every fiscal year; mails copy of Standing Order PO to vendor; release forms are issued to pay each purchase off the Standing Purchase PO since money has already been approved for the purchase.
- Provides support to the Library – CFO on matters as directed; participates on a variety of committees as assigned; prepares and presents reports and other necessary correspondence; attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; ensures processes, policies and practices are interpreted and applied consistently and effectively; ensures accountability and compliance with all current and applicable state and federal laws, Library policies and procedures, rules and regulations.
- Ensures an environment of customer-responsive services, providing customer-responsive service and handling customer service issues.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Business Administration, Purchasing, Materials Management, or related field, and five – seven years of experience in the purchasing field as a buyer or purchasing agent preferably in government or non-profit organizations purchasing a variety of commodities in both small and large volume purchasing; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid State of Michigan Driver's License
- Must possess certification as a Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM)

Required Knowledge of:

- Procurement methods and procedures of a large scale centralized purchasing function, including buying quality assurance, contract administration and contract law.
- Assigned commodities and services including sources of supply, commodity markets, price, trends, and qualities.
- Common business practices relating to purchase, pricing, terms, shipment, taxes, and payment for commodities and services.

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- Various grades, qualities, and varieties of materials, supplies, and equipment.
- Accounting practices as applied to procurement procedures.
- Pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Public library operations, services, and policies.
- Customer service standards and procedures.

Required Skill in:

- Interacting with people of different social, economic, and ethnic backgrounds.
- Monitoring and analyzing bids.
- Work within and enforce policies and procedures to adhere to procurement laws.
- Preparing specifications for materials, supplies and services.
- Effectively negotiating with vendors, contractors, etc. to obtain the most effective prices and contract terms for goods and services purchased by the Library.
- Presenting ideas and concepts orally and in writing.
- Working cooperatively with branch and department customers.
- Responding to inquiries in effective oral and written communications.
- Utilizing personal computer software programs affecting assigned work and in compiling and preparing spreadsheets and reports.
- Establishing and maintaining effective working relationships with Library and department staff, board members, outside agencies, vendors and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard library environment.
- Subject to sitting, walking, bending, and reaching.