



City of Hamtramck
3401 Evaline Avenue
Hamtramck, Michigan 48212
313/876-7700

Invites applications for the position of:
Purchasing Agent/Part Time
City Controller
An Equal Opportunity Employer

Job Description Summary:

Under supervised direction, work independently and perform professional work in the technical and administrative functions of the purchasing activities of the City including purchasing and contract administration. This position is responsible for procuring or coordinating the procurement of architectural and engineering services, construction, technology, supplies, and professional services required by various departments in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, policies and procedures. Direction is received from the City Controller or City Manager

Essential Job Duties.

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Prepare technical specifications, contracts and solicitation documents, including all related research and value analysis.
- Prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications.
- Identify and notify potential sources.
- Conduct pre-bid and pre-proposal conferences.
- Coordinate and supervise activities of evaluation committees.
- Recommend lowest responsive, responsible bidder on IFB's, most advantageous offer on RFP's and most qualified for architects/engineers.
- Edit requisitions and confer with departments regarding requirements, specifications, quantity, quality and delivery. Recommend alternatives that would result in greater value.
- Confer with consultants, contractors and suppliers in order to acquaint them with procurement policies and procedures and to obtain information on required products and services.
- Negotiate with consultants and contractors regarding specifications, scope of work, prices, terms and conditions.
- Perform contract administration, including liaison between suppliers and departments, compliance with contract terms and conditions, compliance with grant requirements, negotiation



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of contract amendments, extensions and change orders. Analyze cost and price data from vendors. Perform contract audits when required.

- Review and execute contracts, purchase orders, change orders and other documents within delegated authority.
- Maintain the integrity of the public procurement process.
- Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis or cooperative purchasing.
- Provide guidance and assistance to other employees, as required.
- Research market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
- Engage in procurement planning with client departments. Routinely meet and communicate with client departments in order to identify and provide high quality service to meet client service delivery requirements on a timely basis. Provide accurate, complete and up-to-date information in a courteous, efficient and timely manner.
- Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.
- Maintain individual workload statistics.
- Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up.
- Perform all functions and responsibilities according to the City of Hamtramck Code of Ethics and Michigan Law.
- Perform other related duties as required.

Education and Experience:

Bachelor's degree (preferred) or associate degree from an accredited 2 year college or university in Business, Finance, Supply Management, or closely related field. Minimum three (3) years of experience in purchasing of goods and services and/or administration of contracts, preferably in a government agency. Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management (CPSM), and/or Certified Purchasing Manager (C.P.M.) or the ability to obtain the CPPO within three (3) years of hire.

Knowledge, Skills and Abilities:

Working knowledge of business practices related to purchasing. Knowledge of contract documents, solicitation methods and contract administration related to procurement. Knowledge of laws, policies and procedures governing public procurement. Good knowledge of mathematics to perform computations and collect statistics for basic cost and price analysis. Excellent proofreading and



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grammatical skills. Some knowledge of cost accounting as it relates to price and cost analysis. Skill in researching and preparing specifications, solicitations and contract documents. Skill in negotiating contracts. Working skill in project management. Working skill with computers, including automated purchasing systems and common office software and productivity tools. Ability to read, interpret, explain and properly apply rules, regulations, laws, policies and procedures. Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies. Ability to use judgment and initiative in making recommendations and resolving problems. Ability to effectively communicate orally and in writing, including the ability to convey technical subjects in a clear, concise and positive manner. Ability to establish schedules and to complete projects on a timely basis. Ability to successfully deal with all persons in a fair and equitable manner. Ability to make difficult decisions and award contracts impartially and objectively. Ability to prepare written and oral reports and presentations. Ability to manage and prioritize routine and specialized assignments utilizing knowledge acquired through prior education, training, and experience. Ability to adapt to an evolving and continually improving environment. Possess integrity and a high sense of personal and professional ethics.

Documentation Requirements:

Please be sure to attach and email all required documents to your resume each time you apply. You will be deemed ineligible without the proper documentation.

1. Proof of valid State of Michigan Operators License
2. Proof of Education. If submitting a diploma, academic major must reflect on its face. If degree major is not stated on the face of the college diploma, unofficial transcripts indicating students name, school, major and the fact that a degree was conferred must be submitted. Foreign degrees must be submitted with an evaluation report from an agency recognized by NACES.

Translations of degrees are not accepted.

Degree audits are not accepted as proof of education.

Applicants must completely detail their work experience on the application or risk being disqualified.

Applicants must provide a valid email address in order to receive notification of eligibility.

Supplemental Information:

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with both hands and arms. The employee is occasionally required to walk, stand, bend, stoop and drive. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision,



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color and depth perception and the ability to adjust focus. Work performed in an office environment and in the field.

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.

Posting Date: July 7, 2016

Application Process: Print applications at <http://hamtramck.us/>, and email applications with resumes to HR@hamtramckcity.com by July 21, 2016.