

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Procurement Agent 1.1 & 1.2

Position Number: 24001, 24004, 24005, 24006, 81103

Location: Helena Department: Transportation

Division and Bureau: Fiscal Services, Accounting Services Bureau

Section and Unit: Procurement Services Section

Job Overview:

These positions are responsible for processing assigned requisitions; analyze, evaluate, and edit specifications to ensure compliance with MDT, state, and federal policies, laws, and regulations; and determine and execute proper procurement method and issues purchase orders or contracts. Responsible for contract monitoring throughout the life of the contract. Provide technical assistance to contractors and MDT staff, and provide training on procurement policies, laws, and regulations to MDT staff. These positions report directly to the Procurement Supervisor and do not supervise others.

Essential Functions (Major Duties or Responsibilities):

Level 1.1

Procurement – 70%

- Review requisitions assigned by the Section Supervisor to determine the appropriate procurement method, including limited solicitation, Invitation for Bid (IFB), sole source, sole brand, term contract, or exigency. Evaluate requests to determine if requests are valid and the documentation is complete to proceed. Analyze request to determine additional requirements of the bid based on state and federal laws, policies, and procedures. Determine the correct bid language required based on the funding.
- Issue purchase orders (POs) to be reviewed and signed by the Section Supervisor. Notify the vendor and the MDT requesting party once the PO has been completed.

- Develop IFB documents for the contracting of commodities and services. Advertise the IFB on the electronic Montana Acquisition and Contracting System (eMACS) in compliance with state law and the MDT's Procurement Delegation Agreement. Evaluate bid responses to ensure compliance with the terms and conditions of the IFB and the bid specifications. Complete the award process in compliance with state policy. Issue a PO or contract to be reviewed and signed by the Section Supervisor. Compile and organize all documentation to be kept in the contract file in compliance with the records retention policy.
- Determine the impact of proposed changes relative to project costs, letting schedules, state requirements and other issues. This involves analysis of plans and specifications and consultations with other Department staff as necessary to develop reasonable impact projections.
- Solicit pre-requisitions from various MDT offices for commodities on the Requisition Time Schedule. Completes IFB process and issues PO or contract to be reviewed and signed by the Section Supervisor.
- Receive purchase requests through the procurement system; determine appropriate procurement method; request vendor documents; issue PO and purchase order adjustments (POA); update records; and close out PO.

Contract Administration - 25%

- Coordinate the administration of contracts/purchase orders issued through the Section ensuring that the requirements of the contract/purchase order are understood and followed until the contract/purchase order is completed.
- Maintain an electronic system to ensure insurance requirements and levels of security are in compliance with the contract provisions. The electronic system documents each contract by number, contract amount and amounts expended-to-date, Department Liaison, renewal dates, length of the contract, and when renewal notices are sent to the divisions/district/area offices and contractors.
- Maintain up-to-date information in the contract file, including insurance documents, performance bonds, amendments/Purchase Order Adjustments (POA), communication with contractor, and any documentation of non-compliance.
- At the time of renewal, coordinate with the original requesting division/district/area office to determine if they wish to renew the contract/purchase order, make any changes to the original contract (e.g. new budget or scope of work) or re-bid the good or service. If the contract is to be renewed, an amendment for renewal is issued to the contractor/vendor.
- Monitor bonding requirements on contracts and pull and return bonds when required or requested.
- Complete and process any contract amendments or POA's as requested by the contract liaison.

- Monitor contract compliance of contractors and the state making sure both parties adhere to the contract terms. Evaluate vendor performance for compliance with contract terms and conditions, maintain adequate documentation of any issues, and elevate any non-compliance issues to the Section Supervisor.

Level 1.2

- All level 1.1 functions.
- Recognizes strengths and growth areas, identifies problems in work products, and develops tools or processes to reduce errors. Actively seeks additional training to enhance skills.
- Organizes work effectively, adjusts to changing priorities, and demonstrates willingness to adapt to change while understanding its necessity.
- Works cooperatively with peers and other units, supports team activities, encourages collaboration, and constructively addresses feedback from peers and management.
- Builds strong relationships with internal and external customers, communicates effectively, responds to needs courteously and efficiently, and knows when to seek guidance or redirect inquiries.
- Understands everyday processes, identifies inefficiencies, proposes solutions, and applies learned techniques to solve complex problems.

Other Duties as Assigned – 5%

This position provides a variety of other duties as assigned by the Section Supervisor, Bureau Chief, or Division Administrator in support of MDT's mission and objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- Works in a typical office environment.
- Travel within the state to project locations, out-of-town training, and out-of-state travel.
- Deal with the public on a regular basis.

Knowledge, Skills and Abilities (Behaviors):

- Advanced knowledge of contract administration; state purchasing regulations and policies; and MDT purchasing policies.

- General knowledge of federal, state, and tribal contract and funding requirements.
- Ability to write clear and concise competitive specifications and comprehensive scopes of work Ability to establish and effectively maintain files and documentation pertaining to purchasing activity.
- Ability to establish objectives and priorities based upon goals and general direction provided by the supervisor.
- Requires skill in the operation of personal computers; related word processing, spreadsheet, and database software; problem-solving techniques; and written and verbal communications.

Minimum Qualifications (Education and Experience):

Level 1.1

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor’s Degree in Business Administration or a related field OR 4 years of related experience.

No additional experience required.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

List any other special required information for this position

- | | |
|--------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

MFPE Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Purchaser 2 Job Code Number: B12012 Level: 2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|-------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature	Title	Date
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