



# PROCUREMENT ANALYST

Classification: Professional-Technical Level 2

Location: District Office

Reports to: Director of Procurement

FLSA Status: Exempt (Administrative)

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

## **Part I: Position Summary**

The procurement analyst is responsible for providing support to department activities with specific responsibility for the purchasing and contracting of assigned services, equipment and supplies, and certain public works, and also to assist in the formulation, analysis and execution of district procurements. The procurement analyst coordinates competitive bidding processes to include Small Works Projects, Requests for Quotes and Invitations to Bid. They also assist with direct negotiations and prepare contracts for professional and routine services, equipment and supplies, and small work projects.

## **Part II: Supervision and Controls over the Work**

Serves under the direction and guidance of the procurement supervisor who assigns areas of responsibility, establishes priorities and expectations, and sets program goals. Is held responsible for results in terms of effectiveness in assigned areas of responsibility with limited supervision.

## **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Responds to staff and administration's inquiries regarding procurement procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
2. Interprets district procurement policies and procedures; answers questions from end users and provide assistance as needed.
3. Assists Director with evaluating procurement needs, and strategizes appropriate procurement processes with internal customers and vendors, for the acquisition of public works, services and products needed by the district, including but not limited to competitive bids, sole source acquisitions, quotes or assisting with direct negotiations.



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4. Originates and finalizes competitive solicitation documents; prepares and finalizes contracts for long-term agreements and/or one-time purchases; prepare appropriate materials, invitation to bids, quotes or other documents to initiate competitive procurements.
5. Provides technical assistance for procurement projects, including assistance with interviewing end users and vendors, establishing selection committees, preparing bid or quote packages, submitting advertising, conducting pre-bid conferences, responding to inquiries from vendors, coordinating vendor site visits, reviewing evaluation and selection documentation by district staff and committees.
6. Provides contract recommendations to the Procurement Supervisor, drafting and preparing contract documents, and coordinating contract signature and award.
7. Assists with contract administration, including preparation of contract materials and discussions with vendors and district staff to ensure appropriate contract terms, conditions and language; ensure all contract requirements have been met such as insurance requirements and bonding requirements; contact vendors to initiate work; track contract renewal dates; contact vendors regarding renewal or termination.
8. Performs ongoing contract and contractor evaluations to ensure goods and services are delivered in accordance with contract requirements. Meets with contractor representatives and internal customers to discuss contractual issues.-Performs cost analysis on district products and services, for the purpose of identifying variances, compiling information, to identify, determine and make recommendation about competitive procurements and priorities for long-term goals and/or conforming to established guidelines.
9. Conducts ongoing industry research in a wide variety of commodities and services and maintains knowledge of market conditions to maximize purchasing efficiency and economy; consults with suppliers on availability, price, quality of products, and current market-place trends for the purpose of obtaining goods and services at the lowest available cost for the best value for the community.
10. Prepares a variety of materials (e.g. reports, procurement and contracting documents, public records compliance, etc.) for the purpose of documenting activities, providing written reference and/or conveying information and complying with established financial, legal and/or administrative requirements. Maintains standard work documents.
11. Maintains manual and electronic files, documents and records for the purpose of providing up-to-date reference and audit trail. Assists auditors for the purpose of providing supporting documentation and/or information on internal processes required for audit.
12. Participates in meetings, in-service trainings, workshops for the purpose of conveying and/or gathering information required to perform job functions.

Performs other duties as assigned.



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### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree business administration, accounting, marketing, public administration or related field and two or more years of relevant and progressively responsible experience; additional equivalent experience may substitute for the educational requirement on a year-for-year basis.
3. Comprehensive understanding of procurement methods, research and market analysis techniques, federal, state and local laws related to procurement, business math, business telephone etiquette, cost/fund accounting, keyboarding, office application software, recordkeeping and record retention practices, safety practices and procedures.
4. Strong oral and written communication skills.
5. Ability to work both independently and cooperatively, exercise judgment and creativity, strong interpersonal skills, and skill to organize work, set priorities, and meet deadlines.
6. Knowledge and skill in the effective use and application of office technology, internet technology, and data base systems and to maintain a high level of data accuracy and reliability. Knowledge of higher-level computer technology functions, particularly Excel.

### **Part V: Desired Qualifications**

1. Experience in a public school or public employment setting.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform 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, talk, bend, lift, carry, move about, hear and speak. Employee will be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.