



## JOB DESCRIPTION

**Position Code:** 467  
**Classified Group:** CSEA  
**Salary Range:** 41  
**Work Days:** 260  
Page 1 of 3

**POSITION TITLE:** Procurement Analyst

**DEFINITION:** Under general direction, facilitates competitive pricing and/or bid processes; maintains vendor relationships;

**DIRECTLY RESPONSIBLE TO:** Supervisor, Business Support Services

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. May prioritize, delegate, inspect, and/or assist with the work of other procurement staff within the department.
2. Serves as a technical advisor to departmental staff and provides training and guidance for assigned areas of responsibility.
3. Adheres to and ensures compliance with applicable state and federal laws, codes, rules and regulations and district policies and procedures pertaining to purchasing activities.
4. Researches proposed legislation and current federal and state laws, codes, rules, regulations that may impact district purchasing activities.
5. Receives and reviews purchase orders, quotations, leases, and bids for large-scale district acquisitions of materials, supplies and equipment.
6. Coordinates legal approval of contracts (i.e. piggybacks, leases, etc.).
7. Assists in the development and implementation of district purchasing procedures and policies and makes recommendations for business systems enhancements.
8. Negotiates and analyzes vendor pricing and other terms to ensure cost reasonableness for supplies and services via telephone, letter, quotation, bid, and/or request for proposal (RFP) process.
9. Assists in preparing purchasing board reports and ensures compliance with applicable federal, state, and local laws and district policies and procedures.
10. Assists in the development and preparation of requests for proposals (RFPs) and contracts and reviews and analyzes data within all received RFPs and arranges for publication as required by law.
11. Assists in the development of bid specifications and prepares bid documentation, advertisements, and reviews and analyzes data within all bids received, and arranges for publication as required by law.
12. Prepares reports recommending selection and awarding of RFPs and bids and maintains all necessary legal documentation.
13. Receives, opens and tabulates vendor bid data for evaluation.
14. Assists with analyzing and processing service agreements or vendor contracts for adequate data, required support documents, legal approval and authorization.
15. Assists with analyzing and processing quotations received and recommends bid awards, and ensures product compliance with bid requirements in accordance with departmental policies and procedures.
16. Interviews vendors and evaluates products and capabilities as suppliers based upon various criteria (i.e. price, quality, selection, service, reliability, reputation, etc.).

17. Establishes and maintains relationships with existing and potential vendors and internal customers.
18. Reviews catalogs, internet sites, industry periodicals, etc. and consults with district management to make recommendations of alternative goods or services available.
19. Supports district sites and departments by providing technical support, information and guidance on procurement activities.
20. Actively communicates and corresponds with internal and external customers regarding order confirmation, problems, issues, and notices.
21. Develops and maintains a standardized listing of district approved vendors and corresponding products, supplies, or services.
22. Analyzes inventory trends to maintain adequate inventory levels.
23. Works closely with accounting and receiving departments to research and resolve issues.
24. Tracks records, licenses, inspections, warranties and service agreements.
25. Performs related work as required.

### **QUALIFICATIONS:**

#### Education and Experience:

Any combination of training, education and experience which demonstrates the ability to perform the duties of the position; must have current or previous experience in a procurement/purchasing environment.

#### Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

#### Knowledge, Skills, and Abilities:

- Knowledge of district organization, operations, policies and objectives
- Knowledge of purchasing and invoicing principles, procedures and terminology
- Knowledge of local vendors and sources of supply
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of modern office practices and procedures, including filing systems
- Ability to analyze and interpret data, program costs, and prepare concise reports
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with all levels of district staff, employee representatives, the community, insurance carriers, and attorneys
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, the community, and external agencies
- Ability to compile and prepare accurate reports
- Ability to establish priorities and meet deadlines
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, regular and punctual attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including sitting or remaining in a stationary position for long periods of time
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to travel locally

Board Approved: 6/26/2018