

Procurement and Contracts Analyst

Purpose Statement:

The job of Procurement and Contracts Analyst is done for the purpose/s of acquiring the necessary resources to support district operations; analyzing data to determine proper procurement methods; initiating bidding processes and recommending bid awards; preparing, checking, verifying and maintaining vendor records and supporting documents; providing guidance to district staff on order processing; documenting activities in accordance with district purchasing requirements and/or state/federal regulations.

Essential Functions:

- Administers bidding process and contracts for vendor performance/compliance (e.g., prepare specifications, evaluate bids, recommend vendors, etc.) for the purpose of securing items and/or services within budget and in compliance with district, state, and/or federal regulations.
- Administers the districts procurement card program and Amazon Business account.
- Acts as a liaison with the Risk Management department to ensure appropriate liability insurance vendor contracts.
- Acts as direct support to the Capital Projects and Facilities team for processing purchase orders, public works, bids, and other required documents.
- Analyzes district expenditures and spending patterns for the purpose of determining the need for bids and quotes.
- Compiles statistical and financial data for the purpose of ensuring compliance with established regulations.
- Coordinates with administrators, staff, and vendors (e.g., Contracts, liability insurance, bid specifications for the purpose of completing assigned duties accurately and in a timely manner and protecting the compliance and political wellbeing of the district.
- Creates and maintains a variety of manual and electronic documents, files, and records (e.g., Bid files, quotes, interlocal agreements, purchase orders, procurement applications, surplus) for the purpose of providing up-to-date reference and audit trail for compliance and internal controls.
- Evaluates documentation (e.g., requisitions, contracts, change orders, bids, quotes, surplus etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services and disposition of district assets.
- Maintains documents, files and/or records (e.g., bids, purchase orders, vendor files, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains the District purchasing webpage for the purpose of providing up to date contracts, bids and request for proposals, current inter-local agreements, and any other pertinent purchasing information.
- Maintains the districts vendor database to ensure proper set up and accurate 1099 filing.
- Performs other related duties as assigned.

- Prepares written materials (e.g., contract management board reports, bid tabulations, public announcements, bid awards, surplus etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on electronic purchase order system, administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Processes documents and materials (e.g., bid documents, purchase requisitions, vendor contracts, etc.) for the purpose of updating and distributing information and/or acquiring resources to support District operation in conformance with established district and state guidelines.
- Researches a variety of items (e.g., contracts, suppliers, equipment and laws, regulations, etc.) for the purpose of recommending purchases, contracts and maintaining district wide services.
- Responds to inquiries from a variety of internal and external sources (e.g., staff, auditors, vendors, administrators) for the purpose of providing information, direction and/or appropriate referrals and taking appropriate action.
- Serves as liaison with vendors (e.g., office supplies, copy machines, etc.) for the purpose of analyzing and monitoring product and/or service levels, need and availability, as necessary.

Other Functions:

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
- Attends meetings for the purpose of conveying and/or gathering information.

Minimum Qualifications

AA Degree or equivalent with prior experience working in a business office, school district environment required. Previous experience with purchasing and public contracts desired.

Job Requirements and Minimum Qualifications

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment including using pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes governmental accounting/bookkeeping principles; and pertinent codes, regulations, policies and/or laws including GAAP, GASB, FASB, WA State sales tax and the IRC.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment.

Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 15% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience within specialized field is required.

Education

Associate degree in related field or 5 years of job-related work experience

Required Testing

Pre-employment proficiency test

Certificates & Licensing

Bondable

Continuing Education/Training

None Specified

Fingerprint/Background Clearance

Clearances

Criminal Justice