Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Senior Sourcing and Contracting Analyst**	FLSA Status:	**Exempt**
Job Family:	**Classified - Finance**	Pay Range:	**FN82Y**
Prepared/Revised Date:	**April 8, 2026**	Job Code:	**51009**

SUMMARY: Responsible for all aspects of the sourcing and contracting process for high-risk, high-dollar, multi-year purchases and contracts, in alignment with government and District policies and procedures. This includes strategic procurement planning, knowledge of relevant policies and procedures, vendor relations, complex solicitations and contracts, negotiation of contracts, collaboration with other teams and staff, and full knowledge of finance, procurement, and contracting systems utilized by the district. Responsible for research, analysis, and reporting of District expenditures related to sourcing, and the identification of patterns and areas where the district may leverage greater purchasing power and/or prequalification's/Master Services Agreements (MSAs) to better meet the needs and support of end users. Serve as sourcing and contracting subject matter expert by providing guidance to departments and supporting continuous improvement and strategy to maximize District resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Lead complex sourcing initiatives including but not limited to high priority, high risk, high dollar solicitations (IFB, RFP, RFQ, RFI) with broad District and community impact. Conduct strategic analysis when conducting large sourcing projects to:
    a. ensure alignment with District procurement policies, administrative guidelines, and procedures
    b. ensure the best utilization of District resources

   Draft, publish, and administer complex solicitations, including site visits, Q & A, addenda, evaluations, and award. Ensure fair and transparent processes and documentation per records retention requirements.
2. Work with project managers to ensure all steps within complex sourcing initiatives are followed and documented, including but not limited to, collaborative establishment of timelines, proper documentation for solicitation packets (scopes of work, evaluation criteria, etc.). For high risk or high dollar solicitations, create contract checklists and assemble other necessary materials as needed for Board of Education review and approval.

3. Draft, review, and negotiate contracts, amendments, and renewals related to complex sourcing initiatives and other District commitments. Integrate appropriate terms related to performance metrics, service level expectations, warranties, and remedies. Work with legal, risk management, and other stakeholder departments to negotiate terms between awarded vendors and the district. Ensure compliance with all applicable laws, regulations, and District policies, guidelines, and procedures. Annually work with relevant District departments to ensure standard contract templates are up to date with appropriate insurance requirements.
4. Lead team projects as specified, including but not limited to projects that may involve system implementations, process changes, and development of sourcing and/or contract templates and materials. Work through the full lifecycle of the project with relevant stakeholders from inception through completion, to include any go-live items such as final testing, training, etc. Delegate project action items to relevant team members or cross-departmental employees and track timelines, milestones, and completion metrics.
5. Identify where the district would benefit from the formal prequalification of vendors through the analyses of yearly cumulative spending via purchase orders and p-cards. Negotiate contracts with pre-qualified vendors; develop and audit a vendor database that allows District employees to utilize pre-qualified and pre-contracted vendors for identified goods and services. Align pricing with the agreed terms and adjust for any inconsistencies.
6. Research and analyze cumulative expenditures to identify purchases that may cross procurement thresholds to strategically plan and approach purchases that ensure compliance and alignment with District procurement policies, administrative guidelines, and procedures. Use data analytics and reporting to support decision-making. Work with end users on risk analysis and documentation/approvals and address any situation where exceeding thresholds occur. Complete analysis with end users on the appropriate procurement method.
7. Conduct market-trend research and analysis and long-term forecasting related to potential long-term commitments. Ensure the proper procurement method is utilized for such commitments and project managers and key stakeholders are aware of long-term costs. Collaborate with key stakeholders to ensure a plan to budgetarily support potential future expenditures by analyzing the total cost of ownership.
8. Conduct periodic strategic procurement planning sessions with assigned departments to ensure proper procurement methods and timelines. Train end users on the benefits of long-term procurement planning. Work with department subject matter experts on questions related to funding sources and analysis of continued use of established goods and services, or the procurement of new goods and services. Create processes or matrices to effectively evaluate a current or potential procurement for moving forward in the process by meeting the district objectives and required resources.
9. Ensure that expenditures, contracts, and leases for assigned departments are up to date so yearly financial statements properly reflect expenditures, contracts, and leases in alignment with government laws and District policies, guidelines, and procedures.
10. Facilitate and assist with the monitoring of supplier performance and resolution of performance issues.
11. Maintain expertise in public procurement-related and contracting laws, rules, regulation, policies, and procedures.

12. Proficiently perform all Sourcing Analyst and Finance Specialist (Strategic Sourcing) job tasks when needed.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business, accounting, finance, supply chain, computer information systems or related field
- At least five (5) years of procurement or purchasing-related experience in a related position/s, preferably in the public sector
- At least one (1) year of contracting experience, preferably in the public sector
- Minimum of one (1) year of project management experience preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Certified Professional Public Buyer (CPPB), Certified Public Purchasing Official (CPPO), or Certified Professional in Supply Management (CPSM), Certified Commercial Contract Manager (CCCM), certification or similar certification preferred or required within five years of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Strong critical thinking and problem-solving skills
- Excellent organizational skills with great attention to detail
- Ability to understand and exercise independent judgment within the context of established laws, policies, rules, and regulations
- Ability to meet deadlines in a high-volume office
- Ability to manage multiple priorities and multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Procurement & Contracts Manager	
Direct reports:	This job has no direct supervisory responsibilities.	

- Provide guidance and support to sourcing staff.

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X

VISION DEMANDS:	Required
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	