



PURCHASING ANALYST

POSITION SUMMARY

Manage the procurement operations for the district, including planning, coordinating and overseeing purchasing activities, primarily non-construction related. Ensure the district's compliance with Federal, State and local contracting laws and Board policy. Perform full range of procurement activities, including negotiations with vendors, and coordinate communications among district staff, vendors and the School Board. Provide complex staff support to Director of Finance and Support Services and Financial Analysis and Procurement Manager.

PRIMARY DUTIES AND RESPONSIBILITIES

- Administer the procurement process resulting in the acquisition of a variety of goods and services that fulfill the requirements of the district, primarily non-construction.
- Conduct public bid/proposal opening for projects over the formal bid threshold in accordance with established procedures; review bids and proposals for responsiveness to minimum procurement requirements; notify affected bidder/proposers of non-responsiveness and non-responsibility findings; review, evaluate and resolve protests in accordance with established procedures, to ensure bidder/proposers receive due process.
- Prepare and review contracts and purchase orders; maintain contracts and negotiate prices, terms and conditions with vendors; keep informed of market conditions and new products; evaluate vendor performance; locate new sources of supply.
- Determine the appropriate method of solicitation in accordance with applicable laws and Board policies.
- Assists users with resolving problems within the automated purchasing program.
- Consult with schools and departments on legal issues and other applications of purchasing regulations.
- Confer with district legal counsel to assure compliance with applicable laws and regulations.
- Monitor district contract activities for compliance with Federal, State and local laws, codes and regulations.
- Confer with district legal counsel on legal issues regarding contracts and procedures.
- Analyze proposed or approved legislation and regulations to assess the impact on district operations.
- Develop and provide training to district staff on purchasing policy and procedures, including credit card usage, bidding requirements, and contract management.
- Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate/consolidate district service needs among departments and with outside agencies.
- Establish price agreements and consultant pools for standard items and professional services.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of procurement methods, practices and procedures, governmental preferred.
- Knowledge of Federal, State and local laws, codes and regulations pertaining to contracts.
- Knowledge of principles of electronic commerce and automated purchasing systems.
- Knowledge of general accounting practices.

- Ability to independently organize and implement a comprehensive purchasing program.
- Ability to work effectively with little or no supervision.
- Ability to interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Ability to effectively analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to analyze and evaluate operating methods, procedures and systems, and recommend process improvements.
- Ability to think strategically and develop both short-term and long-term plans to meet an objective.
- Ability to establish and maintain cooperative working relationships with a diverse representation of district staff and vendors.
- Excellent communication skills, both verbally and in writing, with internal and external customers.
- Skills in word processing, spreadsheet and database query functions. Ability to learn and use personal computer applications such as Access.
- Demonstrated ability to effectively work with and respond to people from different cultures or backgrounds.

MINIMUM QUALIFICATIONS SUMMARY

- Bachelor’s degree in business, public administration or related field
- Three to four years of professional-level purchasing experience
- CPPB/CPPO preferred.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 04 / 12 Month
Developed by	Simone Sangster, CFO/Director Support SVC
Reviewed by	David Brewer, Interim Director of Human Resources
Approved by	David Brewer, Interim Director of Human Resource
Last Revised	