

Vail School District Job Description

Job Title: PROCUREMENT ANALYST

Department: Business Support Services

Reports To: Director of Finance

FLSA Status: Non-Exempt

Classification: Level 14

Created: May 17, 2016

SUMMARY

Under the supervision of the Director of Finance, this position will be responsible for reviewing high-dollar purchase requisitions; analyzing market and delivery conditions; preparing solicitations for the procurement of materials, services, and construction including description of requirements, selection of sources, preparation and award of contract, and contract administration; establishing and chairing evaluation committees; debriefing vendors on the evaluation process and award of contracts; administering one time and multi-year contracts by ensuring appropriate documentation is received; resolving contractual problems on multi-year contracts; conducting pre-bid and pre-proposal conferences and answering inquiries pertaining to solicitations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, are non-exhaustive and may be supplemented. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reviews large purchase requisitions to ensure compliance with purchasing procedures and contract requirements; and/or prepare required reports as requested by the Director of Finance.
- Prepares all necessary documentation for bids and request for proposals in accordance with Arizona Procurement Rules.
- Conducts contract negotiations; resolving and troubleshooting contract and purchasing records problems, issuing amendments and corrections as necessary; and responding to inquiries from vendors, administrators, and employees regarding purchasing processes.
- May analyze regulatory, market and delivery conditions to include determining present and future needs;
- Researches current industry and regulatory standards and pricing; and provide ongoing expenditure updates.
- Advises vendors on procurement issues and confers with suppliers concerning late deliveries and/or contract issues.
- Reviews purchase requisitions to ensure adherence with pricing per awarded contracts.
- Analyzes purchase order receipt discrepancies including material overage/shortage, damaged material, and incorrect pricing; determine appropriate action to be taken.

SUPERVISORY RESPONSIBILITIES

This position will provide indirect oversight of procurement specialists, as assigned.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) required. Associates degree in business or related field or some college experience preferred. Minimum of three (3) years of relevant procurement work experience in medium to large organizations. Must have demonstrated extensive experience with data entry logic, spreadsheets, queries, reporting and input of information; possess excellent organizational, administrative and communication skills; and be customer-oriented toward staff and management. Or an equivalent combination of relevant education, training and/or experience as approved by the Director of Finance.

LANGUAGE SKILLS

Ability to listen and obtain clarification. Ability to read and interpret documents such as policies, rules, regulations, and procedure manuals. Ability to speak effectively to employees of the organization and vendors. Ability to write routine reports and correspondence. Ability to effectively present information to vendors, staff, management and public groups. Computer and typing skills are required.

CUSTOMER SERVICE SKILLS

Ability to manage difficult or emotional staff or customer situations. Responds promptly to staff needs, solicits feedback to improve service. Responds to requests for service and assistance. Meets commitments.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs. Must be able to show these skills with and without the use of Excel spreadsheets.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to evaluate written materials.

Position requires moderate independent judgment, ability, and professional knowledge in the area of procurement.

CERTIFICATED, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Work involves sitting for extended periods of time. Verbal communicative ability may be required of public contact positions.

WORK ENVIRONMENT

Indoor. Office environment. Contact with employees, students and public. The noise level in the work environment is usually moderate. Out of town travel for training is expected to take place three to four times per year for one- to four-day durations, requiring overnight stays.