

## PROCUREMENT ANALYST II

### **PURPOSE AND NATURE OF WORK**

Positions in this class act as lead worker while purchasing for a predetermined group of departments, or performing management work and computer purchasing, under complex governmental regulations. Incumbents perform a variety of work in areas of specialized or technical purchasing and contract bidding, and report to the Purchasing Supervisor.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Directs work of subordinate personnel involved in purchasing, as needed to facilitate workflow. Receives, examines and processes purchase requisitions for different departments in accordance with state law and Consolidated Government policies and procedures. Prices and evaluates goods and services, obtains quotes/bids from vendors and price catalogues, prepares and circulates invitation-for-bid forms to prospective bidders, and evaluates bids in relation to established specifications. Serves as liaison between vendors and the users of various goods and services purchased. Handles bid packages with contracts, processes contract payments, and monitors contract activity to conclusion. Assists with procurements involving state and federal grants, requests for proposal, and construction management at risk projects. Works with Accounting department to resolve invoice matching issues. Works with assigned department to monitor purchasing project budgets, resolve budget discrepancies identified during the purchasing process, and ensure proper coding of accounts. Provides information to auditors where findings are related to the purchasing process.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Considerable knowledge of Consolidated Government's purchasing policies and procedures and/or property management principles and procedures, including as related to requests for proposal, and construction management at risk projects.

Knowledge of state and federal grants requirements related to procurement.

Considerable knowledge of the types, grades, sources of supply and unit prices of goods to be purchased, and the market trends affecting them.

Knowledge of the functions and the purchasing needs of various departments.

Ability to compare specifications and bids, and to tabulate analyzed bids.

Ability to create, develop and maintain purchasing-related records.

Ability to exercise independent judgment in the performance of prescribed duties.

Ability to establish and maintain effective working relationships with employees, vendors, and the general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in business administration or related field, and considerable experience in a variety of technical purchasing or contract coordination under governmental regulations; or any equivalent combination of training and experience.