

## PROCUREMENT ANALYST I

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

Position is responsible for purchasing processes, under complex government regulations, for a predetermined group of departments, monitoring purchasing contracts from quotes and bidding to payment collection, and ensuring that all bid and procurement laws are being adhered to throughout. The work includes creating bid and quote packages according to department specifications, coordinating the bid and quote process, reviewing bids and quotes for adherence to specifications, serving as liaison between vendors and end user departments, and processing purchase orders and requisitions. Positions 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.)

Prepares Notice to Bidders to send for advertising, prepares and circulates invitation-for-bid forms to prospective bidders, and distributes plans and specifications. Receives, examines and reviews bids for different departments in accordance with state law and Consolidated Government policies and procedures. Evaluates bids in relation to established specifications, reviews calculation on bid forms, and disseminates this information to the requesting departments.

Prepares, with clerical assistance, information packages for vendors, including general legal requirements of purchases and instructions for quotes and bids. Provides vendors with specifications, obtains bids from vendors and price catalogues, consults with users and vendors, and selects suppliers.

Prices and evaluates goods and services, obtains formal or informal quotes or bids, maintains bidder lists and price lists.

Reviews proposed contracts and purchase orders and makes additions or deletions in order to comply with standards. Handles bid packages with contracts within assigned departments, monitors recurring contracts for supplies such as limestone, pipe, concrete, etc., and formally inquires of specification changes prior to expiration. Processes contract payments and purchase orders. Monitors outstanding purchase orders, and processes any requested changes to PO's and change orders.

Receives, examines and processes, according to state law and Consolidated Government policies and procedures, requisitions from different departments. Serves as liaison between vendors and the users of various goods and services purchased. Forwards documents to the accounting division for payment.

Performs related work as required.

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

Considerable knowledge of Consolidated Government's purchasing principles, policies and procedures.

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

Ability to interpret mathematical reports, contract documents, and materials specifications.

Ability to compare specifications to bids and quotes, and to tabulate analyzed bid and quote data.

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

Ability to communicate clearly, both verbally and in writing.

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**

Graduation from high school supplemented by course work in accounting or business administration, and experience in government purchasing; or any equivalent combination of training and experience.