

CONTRACT AND PURCHASING ANALYST

General Definition of Work:

Performs difficult skilled technical work in the purchasing and contracting of County services, supplies, materials, and equipment. Participates in the annual budget process primarily in the area of the capital improvement plan. Work is performed under the general supervision of the Senior Budget Analyst and the Senior Deputy County Manager.

Essential Functions/Typical Tasks:

Planning, coordinating, and overseeing the purchasing and contract activities for County agencies; preparing and maintaining appropriate files and records; developing and maintaining relationships with vendors.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Plans and coordinates the activities of the purchasing office.
- Advises department heads concerning current and future purchasing and contracting needs, procurement concerns, and problems; ensures that purchasing methods are observed within the intent of federal, state and local regulations.
- Prepares formal bids and requests for proposals; assists with development of specifications; confers with County Attorney to ensure appropriate legal terms and conditions are included.
- Prepares legal advertisements for review by County Attorney.
- Coordinates and facilitates pre-bid conferences.
- Oversees the opening and public reading of bids.
- Evaluates technical specifications; verifies budget authorization; conducts product market research and material price forecasting.
- Analyzes bid tabulations; recommends award; prepares agenda item for award recommendation.
- Researches and establishes access to purchasing cooperatives for all County department purchasing needs
- Confers with sales, vendor and manufacturing representatives.
- Coordinates the electronic public auction of surplus property.
- Develops, implements and enforces policies and procedures related to purchasing, construction and contracted services.
- Provides technical support for purchase requisitions and method of purchase.
- Assists in annual budget process to identify costs for capital and non-expendable supply items.
- Manages County contracts and insures that proper legal review, adequate insurance coverage exists and pre-audit is contained on each contract.
- Provides training for departments to provide information and instruction on purchasing and contracting policies.
- Provides coordination and administration of the capital improvement section of the annual budget process and other areas of the budget as assigned; identifies costs for capital and non-expendable supply items in the budget.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge is required of the laws relating to government purchasing, contracts/accounting and reporting; of business methods, markets, and purchasing practices; the various qualities and grades of a variety of materials, supplies, and equipment used by the County. Must be familiar with standard office procedures, practices, and equipment. The ability to write clear, concise contracts and specifications; to express ideas clearly, both orally and written; and to establish and maintain effective working relationships with associates,

vendors and the general public is required.

Education and Experience:

Requires graduation from an appropriately accredited college or university with major course work in purchasing, marketing, business management, budgeting or related field and two years' experience in the purchasing and contracting of a variety of services, supplies, materials and equipment. Experience in local government purchasing preferred.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Special Requirements:

Certified Public Purchasing Officer, Certified Public Purchasing Buyer, or Certified Purchasing Manager certification desired.

HR Reviewed 8-18-2016