

Classification description



Procurement Analyst II

Title: Procurement Analyst II
Job Code: 0302
Pay Range: 17
FLSA Status: Exempt-Administrative

Employee Group: AFSCME 3580
Established: December 2019
Revised: NA
EEO Category: Professional

DESCRIPTION

Perform a variety of mid-level professional, procurement and contracting duties to help departments fulfill their purchasing needs. Advise on best procurement approaches, including equity and inclusion strategies, and consult on and prepare solicitation documents. Provide guidance on procurement rules and procedures to contracting departments and serve as the process expert in procurement transactions.

DISTINGUISHING FEATURES

The Procurement Analyst II differs from the Procurement Analyst I and III by performing a variety of mid-level professional, procurement and contracting duties.

DUTIES AND RESPONSIBILITIES

1. Liaise between Metro program staff, committees, contractors and consultants. Provides procurement support and consultative assistance following Metro Procurement Administrative Rules and applicable state and federal regulations regarding public contracting and purchasing.
2. Consults on, prepares and distributes Metro solicitations, Request for Proposal and Invitation to Bid.
3. Leads pre-bid and pre-proposal meetings, proposal evaluations and ensures compliance in the processes.
4. Participates in outreach activities and provides technical assistance to small businesses.
5. Provides guidance to contracting departments in developing an equity strategy for procurements.
6. Provides guidance to Metro departments in developing and resolving problems with solicitation-related scopes of work.
7. Maintains supplier and commodity files and assists agency staff with identifying potential sources of supply.
8. Remains current with principles, policies and legislations impacting procurement programs, and serves as a procurement expert in assisting contracting departments in compliance with rules and regulations.
9. Assists departments with preparation of procurement and contract documents.
10. Participates in procedure formulation. Makes recommendations for consideration and approval by management. Assists in the development of appropriate systems to incorporate recommendations.

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11. Maintains program files and data. Uses procurement databases, systems and software programs and makes recommendations for system requirements and upgrades. Enters and updates information, develops and runs queries, compiles data, and develops summary reports.
12. Performs other related duties as assigned.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits
 - Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Three years of experience in a comparable position and
- Bachelor's degree in Business, Public Administration, Finance, Accounting or a related field or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

Knowledge, Skills and Abilities:

- Apply critical thinking and writing skills
- Use a personal computer and general business software
- Organize and conduct research studies
- Communicate effectively both orally and in writing

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- Simultaneously handle multiple priorities and projects
- Work independently and as part of a team
- Provide a high level of customer service to both internal and external groups
- Perform all position essential duties and responsibilities
- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Use discretion with confidential and sensitive matters
- Successfully pass the background check and screening requirements required for the position

SUPERVISION RECEIVED

Supervision is received from the Procurement Manager

SUPERVISION EXERCISED

This position has no supervisor responsibility but may provide leadership and guidance to administrative staff and/or employees working on projects.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

Standard office environment is used

WORK ENVIRONMENT

As necessary to meet workload demands, works outside of typical schedule including evening/weekend hours. Work may require travel to off-site locations.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.