

City of Lake City, FL

Classification Description

Classification Title: PROCUREMENT ANALYST
Department: PROCUREMENT

Pay Grade: 5-3
FLSA Status: Non-Exempt

Nature of Work:

Under supervised direction, performs professional work of advanced difficulty in the technical and administrative functions of the purchasing activities of the government, including purchasing and contract administration. This position is responsible for the procurement of construction, supplies and professional services that are to be conducted in accordance with applicable federal, state and local laws, ordinances, rules and regulations. Direction is received from the Director of Procurement.

Duties and Responsibilities:

- This position is responsible for procuring or coordinating the procurement of architectural and engineering services, construction, and related supplies and services required by various departments in accordance with all applicable federal, state and local laws, policies and procedures.
- Prepare highly technical and complex specifications, contracts and solicitation documents, including all related research and value analysis.
- Prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications.
- Identify and notify potential sources.
- Conduct pre-bid and pre-proposal conferences.
- Coordinate and supervise activities of evaluation committees.
- Perform contract administration, including liaison between suppliers and departments, compliance with contract terms and conditions, compliance with grant requirements, processing of contract amendments, extensions and change orders. Analyze cost and price data from vendors. Perform contract audits when required.
- Review and execute contracts, purchase orders, change orders and other documents within delegated authority.
- Maintain the integrity of the public procurement process.
- Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts,

standardization, value analysis or cooperative purchasing.

- Provide guidance and assistance to other employees, as required.
- Research market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
- Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.
- Maintain individual workload statistics.
- Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up.
- Provide departmental training of purchasing and p-card procedures.
- Perform other related duties

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

Minimum Qualifications: Associates Degree required or Bachelor's Degree preferred, from an accredited College or University in Business or Public Administration, Purchasing, or closely related field. Minimum of three (3) years progressively responsible experience in procurement. Related work experience can substitute on a year for year basis for formal education requirements. Applicant must possess a valid Florida Driver's License and pass a background check.

Knowledge, Skills and Abilities:

- Considerable knowledge of business practices related to purchasing.
- Considerable knowledge of contract documents, solicitation methods and contract administration related to procurement
- Good knowledge of laws, policies and procedures governing public procurement.
- Good knowledge of contract law.
- Good knowledge of mathematics to perform computations and collect statistics for basic cost and price analysis.
- Good knowledge of infrastructure project delivery methods, including design-bid-build, design-build, construction manager-at-risk, and job order contracts.
- Some knowledge of cost accounting as it relates to price and cost analysis.
- Considerable skill in researching and preparing highly complex specifications, solicitations, and contract documents.
- Working skill in project management.
- Working skill with computers, including automated purchasing systems and common office software and productivity tools.
- Ability to read, interpret, explain and properly apply rules, regulations, laws,

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policies and procedures.

- Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies.
- Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to establish schedules and to complete projects on a timely basis.
- Ability to successfully deal with all persons in a fair and equitable manner.
- Ability to make difficult decisions and recommend award of contracts impartially and objectively.
- Possess complete integrity and a high sense of personal and professional ethics.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature