

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Procurement Analyst I

Department: Finance
Pay Grade: 507
FLSA Status: Non-Exempt
Job Code: F355

JOB SUMMARY

The purpose of this classification is to procure a wide variety goods, supplies, materials and services for the City. Work involves obtaining the necessary commodities and services at the best price, with the best service and quality. Positions in this class use a variety of procurement methods including formal bids and proposals. Work is performed in accordance with City, State and Federal purchasing policies, procedures, standards and ordinances.

ESSENTIAL JOB FUNCTIONS

- Receives and reviews purchasing requests and requisitions from City departments; verifies and/or obtains authorization needed to process request; meets with user departments to define needs; determines most appropriate procurement method for competitive solicitation; and assigns bid/RFP numbers and/or purchase order numbers; and enters data into the automated procurement system.
- Prepares a variety of formal and informal procurement documents, including purchase orders, solicitation requests, Requests for Proposals (RFP), invitations for bids, and specifications; and works with user departments to develop and clarify specifications for requested goods, materials and services.
- Advertises procurement opportunities to include posting information on the City's website and preparing legally required advertisements.
- Administers solicitation and contract/bid awarding process: prepares solicitation packages for bids/proposals; organizes and conducts pre-bid and pre-proposal meetings; answers vendor and contractor questions regarding proposal/bid solicitations; distributes solicitation packages to potential vendors and contractors; solicits and accepts proposals/bids for assigned commodities and services; conducts bid/proposal openings in

accordance with established policies and procedures; and documents bid tabulations, evaluations and recommendations for award.

- Prepares award documents to notify vendors of successful bids; and prepares contract documents as required.
- Coordinates and processes procurements which do not require formal sealed bid process; reviews requisitions; prepares specifications; researches and obtains price quotes for assigned commodities; verifies that commodities conform to specifications, determines the lowest, most responsive and responsible vendor/source; and places orders for items and issues purchase order numbers.
- Ensures that all assigned procurement activities comply with applicable City, State and Federal policies, procedures regulations, standards and ordinances.
- Reviews and/or confers with user Department regarding ordered materials, equipment and supplies; ensures commodities and services conform to specifications; resolves disputes and problems arising from delivered products or services, vendor performance, or billing or shipping issues; and serves as liaison between vendors and user departments.
- Assists accounts payable staff with researching and resolving billing issues; billing and purchasing problems as needed.
- Performs on-going review of procurement issues for assigned commodities and services; monitors usage of items, equipment, supplies and services by the departments; identifies and/or validates the most efficient purchasing quantities, procedures, and sources; seeks new vendors and sources of supplies; interviews vendors for placement on vendor list; updates list as necessary; keeps abreast of market trends, new product availability and changes in procurement functions; and assists employees with identifying sources for items, equipment supplies and services.
- Assists the Purchasing Manager in the formulation of office policies, procedures and programs as they pertain to the procurement operations.
- Administers invoice/accounts payable activities for assigned operational areas such as vending machines, copier machines or other equipment and services; and prepares and processes related billing documents.
- Establishes and maintains procurement files, records, lists and databases, including vendor catalog files, sole source files, vendor lists, signing authority lists, formal procurement files, and other pertinent documentation; compiles information; maintains procurement activity reports; and prepares a variety of reports upon request.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs general administrative duties in support of assigned responsibilities including preparing correspondence, entering and retrieving data using automated information systems, and answering telephones.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's degree with course work emphasis in purchasing, finance, businesses, or related field, supplemented by two(2) years of purchasing experience or any equivalent

combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Certification as a Certified Professional Public Buyer (CPPB) or equivalent is preferred.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the regulations, ordinances, standards, principles, policies, techniques and procedures for public procurement and the various grades, quality standards, sources of supply and price trends for assigned commodities and services.
- Ability to procure a wide variety of commodities and services using appropriate procurement methods and complying with established policies, procedures, regulations and requirements.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.