



CLASS SPECIFICATION FOR:

## Procurement Analyst I

### General Statement of Duties:

Responsible for managing basic procurement processes and related administrative duties for operational supplies, equipment and services for assigned commodity codes; administers contracts; does related work as required.

### Distinguishing Features of Class:

The Procurement Analyst I is the entry level classification in the Procurement Analyst career series. An Analyst I performs procurement duties to ensure the procurement process is completed in accordance with the Virginia Public Procurement Act (VPPA) and all applicable County policies and procedures; assists departments Countywide and Henrico County Public Schools (HCPS) with the development of specifications/scopes of work for purchase requirements; manages the Invitation For Bid (IFB) process for assigned commodities; tabulates and analyzes bids for compliance with specifications, terms and conditions; coordinates the evaluation of bids with the appropriate department staff; and performs contract administration duties. Work is completed independently within well-established procurement policies and procedures and with general oversight from supervisor.

### Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Manages the procurement process for assigned commodities as part of a team and performs procurement activities for routine, less-complex purchases and/or contracts;
- Responsible for planning, coordinating and leading the procurement process, including solicitations and renewals in a timely manner;
- Performs procurement responsibilities such as contract administration, supplier sourcing, and makes final award decisions within authority as delegated by the Purchasing Director;
- Processes and approves valid purchase orders up to \$50,000 or as otherwise delegated by the Purchasing Director in accordance with the County's policies and procedures;
- Assists departments with interpreting and applying standard procurement and purchasing policies and procedures and with determining the appropriate method of procurement;
- Develops or assists County and HCPS staff with the research, development and documentation of specifications, scopes of work, terms and conditions, and other contract requirements;
- Edits and revises specifications, scopes of work, terms and conditions, and other contract requirements submitted by County and HCPS department staff;
- Develops informal solicitations and IFB documents in compliance with the requirements of state and county laws, policies, and procedures;
- Develops addendums to bids and amendments to contracts as necessary;
- Provides guidance to County and HCPS staff, as well as bidders and suppliers, regarding the procurement process to ensure compliance with the VPPA and all applicable County policies and procedures;
- Conducts pre-bid conferences to clarify the terms, conditions, and specifications;
- Conducts opening of bids, evaluates bids to ensure bidder is responsive/responsible;
- Meets with bidders and County staff to resolve questions or challenges related to solicitations, awards, or contracts;
- Monitors suppliers' performance and recommends corrective action if required;
- Prepares and maintains complete and accurate documentation of all actions taken, including correspondence and reports, solicitations, bid tabulation, recommendations for award, and contracts to ensure the integrity of the procurement process;
- Performs quantitative and qualitative analysis of solicitation results and makes recommendations for award;
- Investigates and develops source of supply;
- Researches the availability of existing contracts to satisfy a department's request;
- Monitors, analyzes and incorporates any external market supply conditions as applicable;
- Represents the County at various events and SWAM outreach activities as required;
- Performs other duties as assigned.



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### Required Knowledge, Skills and Abilities:

Basic working knowledge of principles and practices of procurement and related procurement laws; ability to develop and interpret procurement documentation; consistently accurate in the interpretation and application of state and county laws, policies, and procedures relating to procurement; good logistical coordination and collaboration skills; process oriented with extreme attention to detail; ability to successfully complete assigned procurements and related administrative tasks in accordance with applicable requirements in a timely manner; sound judgement and critical thinking skills with good problem solving skills; ability to cost effectively and appropriately make sound decisions to resolve issues within a wide variety of regulatory guidelines and requirements; ability to work independently by appropriately seeking and accepting guidance or assistance from supervisor; ability to systematically compile data and provide detailed qualitative and quantitative analysis and recommendations, which may require additional approvals; strong computer skills with ability to use computer and typical business software (e.g. Microsoft Office products, email), proprietary software and applications for data management and reporting; physical condition that permits the activities necessary and inherent to the procurement process if any portion of the process is conducted at other locations Countywide in various office and outdoor environments; good oral and written communication skills with the ability to express ideas clearly and concisely, orally and in writing; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to analyze multiple types of data and produce easily understood reports and other materials; ability to manage processes and projects, and partner effectively; ability to establish and maintain good working relationships with County and HCPS staff and other stakeholders in the procurement processes, suppliers, the public and colleagues; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and HCPS in all contacts with County staff, suppliers and the public. Requires ability to work a flexible schedule as needed.

### Minimum Education and Experience:

Education: Four (4) year degree in a relevant field such as business or public administration;

Experience: Prefer some relevant experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Valid driver's license.