

# Procurement Analyst I



## General Summary of Classification:

Manages routine and less complex procurement processes for goods, services, technology or construction for assigned commodities in accordance with the Virginia Public Procurement Act (VPPA) and all applicable County policies and procedures; performs related administrative duties and administers contracts; and performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

This is the first level of an approved career development plan (CDP).

- Manages the procurement process for assigned commodities independently and as part of a team; performs procurement activities for goods, services, technology or construction purchases and/or contracts; responsible for planning, coordinating and leading the procurement process, including solicitations and renewals in a timely manner; handles routine and less complex procurement responsibilities accurately such as contract administration, supplier sourcing, and makes final award decisions within a scope of authority delegated by the Purchasing Director;
- Develops or assists County and Henrico County Public Schools (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 staff;
- Develops and manages the Invitation for Bid (IFB) process for assigned commodities, including the analysis of bids for compliance with specifications, terms and conditions, and coordinating the evaluation of bids with the appropriate County or HCPS staff; ensures the procurement process is conducted in compliance with the VPPA and all applicable County policies and procedures and provides guidance on procurement processes and contract enforcement to County and HCPS staff, bidders and suppliers; prepares and maintains all related and required documentation;
- Reviews, processes and approves valid purchase orders within a delegated scope of authority;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of principles and practices of procurement and related procurement laws; sound working knowledge of sources/suppliers; accurately interprets specifications and prepares all related procurement documentation; consistently accurate in the interpretation and application of state and county laws, policies, and procedures relating to routine and moderately complex public procurements and contracts.
- **Technical:** Advanced computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems and applications to complete assigned tasks; systematically and accurately compiles data and provides detailed qualitative and quantitative analysis and recommendations.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills; communicates complex information clearly and accurately with internal and external stakeholders to manage all aspects of the procurement process; negotiate & manages routine and less complex contracts; provides excellent customer service.
- **Decision-making, and Authority:** Accurately understands and follows complex instructions, policies, laws and data; makes sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately within established deadlines; plans, organizes, and conducts meetings or procurement process training sessions.
- **Leadership:** Non-supervisory. Works independently with minimal supervision and as part of a team.
- **Environment:** Works in an office setting; may work in various locations based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of stakeholders. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

## Minimum Education and Experience:

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

**Experience:** Two (2) years of relevant procurement experience, public or private, public procurement experience preferred;

**OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid Driver's License to perform assigned duties at various locations Countywide.
- Prefer current relevant certification (e.g. CPPB, CPPO, VCO).

## Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.