

Procurement Analyst III



General Summary of Classification:

Routinely assigned and manages the full scope of procurement responsibilities for complex procurement processes for high-dollar goods, professional and non-professional services, technology or construction for assigned commodities and specialized procurements in accordance with the VPPA and all applicable County policies and procedures; performs related administrative duties; administers contracts; provides training and guidance to other analysts; 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 final level of an approved career development plan (CDP).

- Proficiently performs all of the essential job duties of a Procurement Analyst I and II plus the following:
- Serves as a subject matter expert (SME) providing training, assistance and guidance to other procurement analysts, County and HCPS staff, bidders, suppliers and contracted parties on procurement laws, policies, practices for all types of procurements as well as accurately interpreting and defining contract scope and obligations;
- Assists County and HCPS staff with interpreting and applying complex purchasing policies and procedures to CIP projects, technology projects, and highly specialized projects; research as needed; determining the appropriate method of procurement; developing complex specifications including defining scopes of work, terms, conditions, and other contract requirements; prepares complex IFB and RFP documents in compliance with all applicable regulatory requirements; holds pre-bid/pre-proposal conference to clarify the terms, conditions, and specifications for complex procurements;
- Monitors, analyzes and incorporates any external market supply conditions as applicable;
- May be assigned to represent the County at various events and SWAM outreach activities as required;
- Performs the duties and responsibilities of the Assistant Division Director during his or her absence;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Thorough working knowledge of public procurement laws, best practices, policies and procedures; and up-to-date knowledge of contract law equivalent to the knowledge and experience required for relevant certification;; thorough working knowledge of the various grades and qualities of a variety of materials, supplies, equipment and services relevant to assigned procurement commodity codes and areas of specialization; thorough working knowledge of sources/suppliers; thorough working knowledge of public sector operations, policies and practices, especially County departments and HCPS' operations; interprets and develops complex procurement specifications.
- **Technical:** Excellent computer skills to proficiently use typical business software, proprietary systems and applications to complete complex tasks; systematically compiles data and provides detailed qualitative and quantitative analysis and recommendations for all types of procurements, including complex and highly specialized procurements.
- **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; negotiates & manages routine and moderately complex contracts; provides excellent customer service.
- **Decision-making, and Authority:** Accurately understands, interprets, and applies complex public procurement laws, policies and processes; trains and guides other procurement analysts; guides internal and external stakeholders through all aspects of the public procurement process; manages all types of contracts, negotiations and final award decisions within a delegated scope of authority.
- **Leadership:** Non-supervisory. Works independently with minimal supervision and as part of a team. Serves as a lead worker assisting with training and providing guidance to other procurement analyst and internal stakeholders.
- **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: Six (6) years of relevant procurement experience, including four years of public procurement experience;

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

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

- Refer to current approved CDP for any additional education, licenses, certifications or other level specific requirements.
- 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.