



Title: Senior Procurement Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide complex procurement analysis and support for the District. This is accomplished by developing solicitation packages for procuring materials/supplies, professional, architectural and engineering services, public works, construction and commodities, analyzing proposals and determining contract strategies, soliciting and scheduling funding and authorizations, evaluating bid and proposals for technical compliance, developing and monitoring project management timelines and spreadsheets, coordinating contract specifications such as complying with insurance requirements, determining prevailing wage for the projects, and approving payroll documents. This position may procure materials/supplies, as needed, and is responsible for handling the most complex procurements, problem solving and mediating of highly conflicting or unexpected problems involving multiple groups. Other duties may include supervising subordinate staff, and coordinating interdepartmental projects.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| (S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | (L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | (M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | (H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | (V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|

| # | Code | Essential Functions | % of Time |
|---|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1 | S | Provides project management and contract administration by coordinating multiple projects in various stages, facilitating award of contracts, ensuring vendor compliance with contract insurance, verifying contractor’s licenses, resolving back wage issues, evaluating and approving prevailing wages and certified payroll documents, coordinating with District staff to determine DBE goals for the project and preparing a project agenda, evaluating pre-qualification packages, participating in contract negotiations, verifying funding and tracking payments, and preparing and submitting completion notices for official records. | 35% |
| 2 | S | Solicits procurements by evaluating bids, preparing documents, determining procurement strategy for projects including proposals and professional services, conducting solicitations, managing solicitation process, determining sufficient project scope, conducting pre-proposal meetings, public bid openings, and pre construction conferences, conducting contract negotiations and oral presentations, preparing correspondence, and administering bid protests, processes materials/supplies as needed. | 35% |



| | | | |
|---|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 3 | S | Plans, organizes and administers various projects or programs. Prepares complex reports, white papers and internal memos related to project tasks. Makes presentations to senior management/Executive Management as it relates to project work. Develops scope of work for RFP's, participates in the evaluation and selection of vendors and contractors and monitor contract budget. Recommends or develops and assists in implementing improved administrative methods and procedures. Provides staff support to committees or other departments as assigned. Provides recommendations for budget projections and assists with budget preparation and administration. Assists in determining financial methods, procedures and costs pertaining to a departmental service or program; conducts cost benefit analyses and reviews and prepares financial and statistical reports. Coordinates contract arrangements with other organizations and private parties. | 20% |
| 4 | S | Tracks and reports information by maintaining various hard file and electronic documents, training end users on applications and troubleshooting questions and problems, assisting with database modifications, developing and recommending alternative solutions for improvement and efficiency. | 10% |

JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Formal Education | Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, English or a related field. Additional directly related experience may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of required education. |
| Experience | A minimum of three (3) years of experience performing procurement related activities. |
| Supervision | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing and scheduling work. |
| Human Collaboration Skills | Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. |
| Freedom to Act | The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance |



| | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | reviewed periodically. |
| Technical Skills | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. |
| Budget Responsibility | Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Writing | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | |

| KNOWLEDGE |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Federal Transit Administration third party contract language clauses and Buy America requirements. • Applicable Public Contract Codes; Federal, State, and local laws, rules, and regulations pertaining to contracts and procurement, DBE programs, and prevailing wage law. • State and local laws and regulations governing the expenditure of public funds. • Best principles, practices and procedures for preparing technical specifications and bid documents. • Market conditions and practices, current pricing and product availability. • Principles and procedures of budget preparation and forecasting. • Principles and practices of supervision, training and management. • Product lead times and bid cycle times. • Federal, State and local policies and regulations related to surplus disposal. • Intermediate statistical analysis. • Methods and techniques of tracking, recording, and presenting statistical data. • English grammar, punctuation, spelling, and usage. • General methods of tactful public communication. • Procurement and bidding practices. • Principles and practices of contract administration. • Principles of government funding processes, data collection and analysis. • Contract administration processes and funding agreements. |



SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

ABILITIES

- Deal with bidder/proposer challenging technical specifications and requesting authorization to supply substitutes for the item specified by the District.
- Coordinate surplus property disposal with various departments responsible for retiring equipment.
- Interpret requisitions, drawings and draft specifications.
- Supervise, provide leadership, monitor and resolve conflicts.
- Prioritize and deal with conflicting workload requirements.
- Handle all internal and external contacts with courtesy, diplomacy, and tact.
- Read, analyze, and interpret District policies, professional journals, technical publications, and government regulations.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups, managers, customers, and the general public.
- Deal with difficult people and situations.
- Learn District and departmental operating policies and procedures.
- Learn departmental processes, procedures, tasks, systems and methods.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Apply customer service skills, representing the District in a positive way while working with the public.
- Extract and analyze statistics and written information from reports.
- Conduct meetings and public hearings.
- Learn transit agency operations and processes.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

| Sedentary | Light | Medium X | Heavy | Very Heavy |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Continuously 2/3 or more of the time. | F Frequently From 1/3 to 2/3 of the time. | O Occasionally Up to 1/3 of the time. | R Rarely Less than 1 hour per week. | N Never Never occurs. |
|-----------------------------------------------|-------------------------------------------------|---------------------------------------------|-------------------------------------------|-----------------------------|
|-----------------------------------------------|-------------------------------------------------|---------------------------------------------|-------------------------------------------|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|-------------------------------------------------------------------------------------------------|
| Standing | O | Making presentations; observing work site; observing work duties; communicating with co-workers |
| Sitting | C | Desk work; meetings; driving |
| Walking | F | To other departments/offices; around work site |
| Lifting | F | Supplies; files |
| Carrying | F | Supplies; files |
| Pushing/Pulling | O | File drawers; tables and chairs |
| Reaching | F | For supplies; for files |
| Handling | C | Paperwork |
| Fine Dexterity | C | Computer keyboard; telephone keypad; calculator |
| Kneeling | O | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crouching | F | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crawling | R | Under equipment |
| Bending | F | Filing in lower drawers; retrieving items from lower shelves/ground |
| Twisting | C | From computer to telephone; getting inside vehicle |
| Climbing | F | Stairs |
| Balancing | R | On ladders; on step stools |
| Vision | C | Reading; computer screen; driving; observing work site |
| Hearing | C | Communicating via telephone/radio; to co-workers/public |
| Talking | C | Communicating via telephone/radio; to co-workers/public |
| Foot Controls | O | Driving |
| Other (specified if applicable) | | None |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, typewriter, paper cutter, postage machine, postage meter, vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|------------------------------------------|-------------------------------------------|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|------------------------------------------|-------------------------------------------|------------------------|-------------------|

| -Health and Safety Factors- | |
|-----------------------------|---|
| Mechanical Hazards | R |
| Chemical Hazards | R |
| Electrical Hazards | R |
| Fire Hazards | R |
| Explosives | R |
| Communicable Diseases | R |
| Physical Danger or Abuse | R |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|-------------------------|---|
| Respiratory Hazards | R |
| Extreme Temperatures | S |
| Noise and Vibration | R |
| Wetness/Humidity | S |
| Physical Hazards | R |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | |
|-------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|-------------------------------------------------------|---------------------------------------------------|-------------------------------------------------|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|-----------------------------------------------|-------------|
| Time Pressure | F |
| Emergency Situation | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | O |
| Other (see 2 below) | N/A |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



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CLASS HISTORY

Adopted: 04/04
Revised: 11/15, 07/18
Title Change:
Maintenance
Update:
Abolished:
Job Key: 60002878