

PROCUREMENT ANALYST

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DEFINITION

Under general direction, is responsible for the procurement of specialized materials and supplies of a complex nature requiring substantial experience in purchasing, contracting and purchasing policy and procedure. The Procurement Analyst coordinates Alameda Municipal Power (AMP) inventory and purchases non-inventory items and services at the most favorable price consistent with quality, quantity, and specification requirement.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Purchases by agreement, contract, or purchase order assigned materials, supplies, equipment or services for all departments and divisions at the best value, considering price, quantity, quality, and time of delivery.
2. Assists departments and divisions in developing specific annual purchasing objectives; creates specific short- and long-term commodity objectives to reduce the cost of materials, equipment and services. Assists other employees in the procurement of supplies and equipment for their respective departments.
3. Develops, reviews, and administers contracts to ensure compliance with terms, regulations, and organizational policies.
4. Coordinates the preparation, tracking, and monitoring of contracts, supporting procurement processes and vendor performance oversight.
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6. Surveys markets for best source or new supply sources, contacts potential suppliers, negotiates most favorable conditions and maintains relations with vendors.
7. Monitors and coordinates all purchasing requisitions for the utility and supports inventory management and purchasing modules and electronic requisitions in the Financial Software System; interfaces with finance staff on system utilization and trains users.
8. Consolidates annual requirements for commodities common to several users; determines adequate definition of commodity; investigates improving value received.
9. Receives and processes bids, quotations, requisitions, purchase orders, agreements, contracts, and other documents.
10. Maintains records, performs data entry and compiles various reports and assists in record retention and control.
11. Evaluates vendor performance based on prices, deliveries and information received from users relative to product acceptability and vendor service; anticipates and negotiates possible price changes.
12. Ensures procurement activities comply with applicable City ordinances, California Public Contract Code, and AMP policies, while promoting supplier diversity and sustainable purchasing practices.
13. Assists accounts payables in resolving invoice problems.
14. Purchases stores materials to maintain adequate inventory levels based on sound inventory management principles and department forecasts.
15. Assists in planning, conducting, and reconciling physical inventories.
16. Performs special projects related to procurement and material such as managing surplus disposition.
17. May supervise, train and evaluate assigned staff.

Other Duties

18. Perform related duties and responsibilities as required

WORKING CONDITIONS

- Indoor office or station environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- Occasional exposure to wet or humid conditions; extreme cold or extreme heat.
- Occasional exposure to fumes or airborne particles, and vibration.
- May interact with upset staff and/or private and public representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer, computer keyboard, applicable computer software and programs, and standard office equipment.
- Vision abilities or ability to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Frequently sitting for extended periods of time
- Occasional lifting, pushing, or pulling of objects up to 25 pounds.
- Reach with hands and arms; repetitive movements of hands or wrist; stoop, crouch, squat, walk; twist and bend from the waist.
- Hearing and speaking to present and exchange information, and to communicate in person and by telephone.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in business administration or a related field. Certificate of Purchasing Management desirable.

Experience: Three years of responsible buying or purchasing experience involving the development and preparation of contracts, specifications and cost analysis. Experience in public purchasing or an electric utility is preferred.

Knowledge

Knowledge of public purchasing and contracting methods; ethical procurement practices, conflict-of-interest laws, and principles of supplier diversity and sustainability in public purchasing; modern business practices and materials management principles.

Ability

Ability to effectively assess, develop, implement and maintain purchasing plans and control systems; perform routine and complex statistical work with speed and accuracy; evaluate bids; prepare and analyze product specifications and contracts; make sound recommendations; interpret computerized information and utilize appropriate software; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; use initiative and exercise independent judgement; communicate effectively; establish and maintain effective working relationships with employees and the general public; and supervise, train and evaluate assigned staff.