

SENIOR PROCUREMENT ANALYST

DEFINITION

Under general direction, the Senior Procurement Analyst performs advanced professional procurement and contract management activities for Alameda Municipal Power (AMP); leads complex solicitations and contract negotiations; develops vendor management strategies and outreach; ensures compliance with applicable laws, regulations, and policies; monitors procurement performance through analytics and key performance indicators (KPIs); and may provide lead direction to professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the professional procurement series. Incumbents are expected to perform the most complex procurements, exercise significant independent judgment, and may provide lead supervision to other analysts. Work requires a high degree of knowledge of public sector and utilities procurement, strategic sourcing, and contract management, as well as the ability to develop and implement process improvements and supplier diversity initiatives.

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. Plans, develops, and manages formal solicitation processes, including drafting Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and Invitations for Bids (IFBs); oversees evaluation, negotiation, award, and contract execution.
2. Provides vendor management oversight, including developing and maintaining preferred vendor lists, conducting vendor outreach such as fairs and training on bidding software, monitoring vendor performance, and promoting supplier diversity and sustainability.
3. Analyzes procurement data to develop key performance indicators (KPIs), monitor spend, identify cost savings opportunities, and evaluate supplier performance; prepares related management and compliance reports.
4. Ensures compliance with federal, state, and local regulations, utility policies, and audit requirements; maintains documentation and readiness for internal and external audits.
5. Advises departments on procurement strategies, market conditions, sourcing options, and contract risk management.
6. Negotiates complex contracts, terms, and conditions to ensure favorable outcomes and mitigate risks for the utility.
7. Develops and recommends procurement policies, procedures, and process improvements; implements best practices in strategic sourcing, vendor outreach, and sustainability.
8. Provides lead direction, training, and technical guidance to professional and technical staff.

Other Duties

9. 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, business administration, public administration, supply chain management, or a related field. C certificate of Purchasing Management desirable.

Experience: Four years of increasingly responsible professional procurement and contract administration experience, preferably in a public agency or utility setting, including experience with formal solicitations (RFP, RFQ, IFB), vendor management, and complex contract negotiations.

Knowledge

Knowledge of Principles, practices, and laws governing public procurement and contract management; competitive solicitation methods (RFP, RFQ, IFB), evaluation techniques, and negotiation strategies; vendor management practices, supplier diversity, and sustainability initiatives; data analytics and KPI development for procurement performance monitoring; ERP procurement systems and electronic bidding platforms; modern business practices and materials management principles.

Ability

Ability to plan, organize, and conduct complex solicitations, negotiations, and contract administration activities; effectively assess, develop, implement and maintain purchasing plans and control systems; develop vendor outreach and training initiatives; perform routine and complex statistical work with speed and accuracy; evaluate bids; prepare and analyze product specifications and contracts; collect, analyze, and present procurement data and performance metrics; prepare clear, concise, and comprehensive reports and make sound recommendations; interpret and apply applicable laws, codes, and policies; 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.

Other Requirements

Possession of or eligibility to obtain professional procurement certification such as Certified Professional Buyer (CPPB), Certified Public Procurement Officer (CPPO), or Certified Professional in Supply Management (CPSM) is desirable.