

BUYERPROCUREMENT ANALYST

DEFINITION

Under general direction, ~~performs purchasing functions in the acquisition of commodities and services and performs other related work as required.~~ 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 AMP inventory and purchases non-inventory items and services at the most favorable price consistent with quality, quantity, and specification requirement.

EXAMPLES OF DUTIES

1. ~~1.~~ ~~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. ~~2.~~ ~~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. ~~3.~~ ~~3.~~ Surveys markets for best source or new supply sources, contacts potential suppliers, negotiates most favorable conditions and maintains relations with vendors.
4. ~~4.~~ ~~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.~~
- 3-5. ~~3-5.~~ Consolidates ~~annual~~ requirements ~~for commodities common to several users;~~ ~~d.~~ Determines adequate definition of commodity; investigates improving value received.
- 4-6. ~~4-6.~~ ~~5.~~ Receives and processes bids, quotations, requisitions, purchase orders, agreements, contracts, and other documents.
- 5-7. ~~5-7.~~ ~~6.~~ Maintains records, performs data entry and compiles various reports and assists in record retention and control.
- 6-8. ~~6-8.~~ ~~7.~~ 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.~~
- 7-9. ~~7-9.~~ ~~8.~~ Assists accounts payables in resolving invoice problems.
- 8-10. ~~8-10.~~ ~~9.~~ Purchases stores materials to maintain adequate inventory levels based on sound inventory management principles and department forecasts.
- 9-11. ~~9-11.~~ ~~10.~~ Assists in planning, conducting, and reconciling physical inventories.
12. ~~12.~~ ~~Performs special projects related to procurement and material such as managing surplus disposition.~~
13. ~~13.~~ ~~May supervise, train and evaluate assigned staff.~~

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.

City of Alameda

~~Buyer~~Procurement Analyst

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EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of public purchasing and contracting methods; 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 ~~computer equipment~~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 a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Other Requirements

~~Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~