

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Procurement Analyst II

**Department:** Finance  
**Pay Grade:** 509  
**FLSA Status:** Non-Exempt  
**Job Code:** F351

#### JOB SUMMARY

The purpose of this classification is to procure goods and services and administer procurement contracts and buying agreements for the City. Work involves establishing contracts and buying agreements for a wide variety of goods, supplies, materials and services for the City through the use of formal bids and proposals in accordance with City, State and Federal purchasing policies, procedures, standards and ordinances.

#### ESSENTIAL JOB FUNCTIONS

- Administers procurement contracts and buying agreements for a wide range of commodities and services; prepares and maintains contract files; monitors vendor performance; ensures commodities and services meet contract specifications; prepares and maintains contract documents; prepares and maintains contract spreadsheets and database files; maintains a contract calendar of upcoming contracts, scheduled contract solicitations, and expiring contracts; creates and mails cancellation letters of expired contracts.
- Receives and reviews purchasing requests from City departments which involve contracts and/or purchase agreements; verifies and/or obtains authorizations needed to process requests; meets with user department to define needs; determines most appropriate procurement method for competitive solicitation; assigns bid/RFP numbers and/or purchase order numbers; enters data into the automated procurement system.
- Develops a variety of procurement documents, including purchase orders, solicitation requests, Requests for Proposals (RFP), and invitations for bids, and specifications; works with user departments to develop and clarify specifications for requested goods, materials and services.

- Advertises procurement opportunities to include posting information on the City's website and preparing legally required advertisements.
- Establishes contracts and buying agreements through the sealed bid/proposal process: prepares solicitation packages for bids/proposals; organizes and conducts pre-bid and pre-proposal meetings; answers vendor and contractor questions regarding proposal/bid solicitations; distributes solicitation packages to potential vendors and contractors; solicits and accepts proposals/bids for assigned commodities and services; conducts bid/proposal openings in accordance with established policies and procedures; serves as member of the evaluation committee; and documents bid tabulations, evaluations and recommendations for award.
- Prepares award documents to notify vendors of successful bids and negotiates and prepares contract documents.
- Oversees delegated procurement activities; monitors small purchases made by departments and coordinates with the Purchasing Manager on contracts managed by other departments.
- Assists in garnering updated certificate of insurances and engaging internal departments when contracts expire, so ample time can be provided for next steps based on the need of the department(s) involved.
- Ensures that all assigned procurement activities comply with applicable City, State and Federal policies, procedures regulations, standards and ordinances and resolves internal purchasing problems as needed.
- Researches and obtains price quotes for assigned commodities; verifies that commodities conform to specifications, determines the lowest, most responsive and responsible vendor/source and places orders for items and issues purchase order numbers.
- Reviews and signs purchase orders within signing authority.
- Reviews and/or confers with user Department regarding ordered materials, equipment and supplies; ensures commodities and services conform to specifications; resolves disputes and problems arising from delivered products or services, vendor performance, or billing or shipping issues; serves as liaison between vendors and user departments.
- Audits requisition amounts to ensure pricing, freight and other charges are correct; verifies documents for appropriate signatures and vendor information and ensures information is accurate in the financial management system.
- Assists accounts payable staff with researching and resolving billing issues; billing and purchasing problems as needed.
- Performs on-going review of procurement issues for contract related procurements; monitors usage of items, equipment, supplies and services by the departments; forecasts needs of materials, equipment, supplies and services in order to initiate contracts and buying agreements; identifies and/or validates the most efficient purchasing quantities, procedures and sources; seeks new vendors and sources of supplies; interviews vendors for placement on vendor list and updates list as necessary; keeps abreast of market trends, new product availability and changes in procurement functions; assists employees with identifying sources for items, equipment and supplies.
- Assists the Purchasing Manager in the formulation of office policies, procedures and programs as they pertain to the procurement operations.
- Establishes and maintains procurement files, records, lists and databases; maintains list of expired contracts; destroys archive records in accordance with established record keeping

requirements including vendor catalog files, sole source files, vendor lists, signing authority lists, formal procurement files and other pertinent documentation; compiles information; maintains procurement activity reports; prepares a variety of reports upon request.

- Provides information and assistance to departments, vendors, suppliers and other parties with procurement issues and concerns; prepares tax-exempt forms and credit applications for vendors; explains and interprets procurement policies, procedures, regulations and practices.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs general administrative duties in support of assigned responsibilities including preparing correspondence, entering and retrieving data using automated information systems and answering telephones.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree with course work emphasis in purchasing, finance, businesses, or related field, supplemented by six (6) years of purchasing experience which include contract negotiation and administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Certification as a Certified Professional Public Buyer (CPPB) or equivalent is required.
- Public Management Professional (PMP) certification preferred but not required.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of the regulations, ordinances, standards, principles, policies, techniques and procedures for public procurement; the principles and practices of contract negotiation and administration; and the various grades, quality standards, sources of supply and price trends for assigned commodities and services.
- Ability to procure a wide variety of commodities and services using appropriate procurement methods and complying with established policies, procedures, regulations and requirements.
- Ability to initiate, negotiate and administer contracts.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*