



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Procurement Analyst
<b><i>Payroll/Personnel Type:</i></b>	12 Month
<b><i>Reports to:</i></b>	Executive Director of Budget

**Position Summary:**

The Procurement Analyst is a purchasing professional who coordinates and completes buying assignments of a complex nature requiring substantial experience in assigned commodities and purchasing procedures.

**Essential Functions:**

- Supervises and participates in purchasing supplies and equipment.
- Create and review requisitions and purchase orders for accuracy & completeness.
- Solicit written and/or oral quotes from vendors.
- Participates in the development of Request for Proposals (RFP)/Invitation for Bids (IFB) solicitation documents.
- Supervises and participates in tabulating and analyzing proposals/bid data, and awarding of purchases in compliance with State and Board policies.
- Prepares specifications for commodities on monthly basis and or annual contract; prepares and checks awards, and extends cost on monthly and annual bids.
- Arranges for demonstration of products by vendors; and works with committees appointed for analyzing bids and selecting samples.
- Supervises Buyers/clerical staff; and generates various purchasing summaries, reports, and cost charts indicating trends of pricing.

**Experience:**

- Minimum of 6 years' experience as a purchasing professional in a Public Sector purchasing environment.
- Minimum of 4 years' experience as a purchasing professional in the role of Buyer in a public sector environment.
- Demonstrated success in the use and successful implementation of the commodity purchasing process.
- Demonstrated success in the use and successful implementation of Request for Proposal (RFP) / Invitation for Bid (IFB) solicitation process & applicable best practices.
- Demonstrated success in the use and successful implementation of Public Sector contractual process & applicable best practices.
- Skilled in the use of Enterprise Resource Planning (ERP) procurement software (SAP software preferred).
- Proficient in the use of Microsoft Office Suite Applications

**Education:**

- Minimum of a Bachelor's degree in Business Administration or related field (Master's Degree preferred)





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*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*