



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

Position Title:	Procurement Analyst
Payroll/Personnel Type:	12 Month
Job #:	7541
Reports to:	Director of Purchasing
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

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

Essential Functions:

- Participates in purchasing supplies and equipment
- Creates and reviews requisitions and purchase orders for accuracy & completeness
- Solicits written and/or oral quotes from vendors
- Participates in the development of Request for Proposals (RFP)/ Invitation for Bids (IFB) solicitation documents
- Reviews RFP documents to ensure compliance and schedules bid conferences and bid due date meetings
- Arranges for demonstration of products by vendors; and works with committees appointed for analyzing bids and selecting samples
- Performs commonly used contracting methods and contract types related to pre-award
- 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 or annual contract; prepares and checks awards, and extends cost on a monthly and annual bid
- Generates various purchasing summaries, reports, and cost charts indicating trends of pricing
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Demonstrated ability to solve problems and anticipate situations
- Knowledge of local, state and federal procurement statutes
- Knowledge in computer use to enter, retrieve, review and modify data
- Ability to utilize word processing, database and software programs
- Ability to compile, review, categorize, prioritize, analyze and interpret data and/or information
- Ability to exercise independent judgment to adopt or modify methods and standards to meet assigned duties/objectives
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations
- Ability to work effectively with little or no supervision
- Ability to develop spreadsheets, analyze results, and report findings
- Strong interpersonal phone and email skills
- Ability to prioritize tasks and follow through with employee and customer request for assistance
- Strong, documented attention to details and customer satisfaction



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Experience:

- Minimum of 5 years' experience as a purchasing professional in a Public Sector purchasing 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 procurement software

Education:

- Bachelor's Degree (required) or 5-7 years of related experience

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date Immediate Supervisor Date

Human Resources Date

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.



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