



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

Position Title:	Strategic Sourcing Analyst
Payroll/Personnel Type:	Temporary
Job #:	8873
Reports to:	Director of Purchasing
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

The Strategic Sourcing Analyst is a purchasing professional responsible for supporting the District's development and execution of key commodities, category strategic sourcing, supplier management activities and spend reporting.

Essential Functions:

- Manages the Cooperative Partnerships across designated business units
- Manages the District's ESSER procurement strategy to meet business requirements and demand
- Leading strategic sourcing initiatives, assessing and managing supplier risk/performance and supplier diversity
- Implements procurement sourcing strategies to streamline approval timeline, contract award and delivery.
- Create and review requisitions and purchase orders for accuracy & completeness
- Solicit written and/or oral quotes from Cooperative Partners and Vendors
- Arranges for demonstration of products by vendors; and works with the end users for analyzing bids and selecting samples
- Supports the development of business unit and/or markets to enable spend management, improve supplier performance and mitigates risk
- Supports relationships with strategic Cooperative Partners and Vendors
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Familiarity with commodity purchasing process
- Comprehensive knowledge of purchasing practices and procedures
- Work experience in an automated procurement setting
- Computer skills; familiarity with spreadsheet applications
- Proficient in the use of Microsoft Office Suite Applications
- Demonstrated proficiency performing data analysis to support business decisions
- Ability to make financial presentations and effectively communicate complex messages in a logical and concise manner

Experience:

- At least 3 years' experience in purchasing, preferably in the public sector

Education:



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- Bachelor's Degree in Business Administration, Finance, or related field or 5 years of experience working in purchasing for the public sector

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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