

# Job Description

Position Title: Procurement Analyst 1

Job Family: Financial Services

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 04

## Position Summary:

The Procurement Analyst 1 procures goods, services, equipment, and capital outlay projects in accordance with the College's policies and procedures and in compliance with federal, state, and local procurement rules and regulations. Ensures maximum value for procurement, fair and equal treatment to all vendors, and maximum competition promotion for the organization.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Analyzes purchasing request information, quotes, proposals, and cooperative contracts. Identifies issues and discrepancies; and formulates contract award recommendations based on findings.
2. Reviews and processes electronic contracts, purchase orders, invoices, or grants. Monitors and verifies adherence to regulations and policies related to area of procurement. Prepares, reviews, and submits P-Card reports, reconciliations, and statements.
3. Reviewing, analyzing, writing, editing, negotiating (redlining), advising, purchasing contract terms and conditions. Accessing purchasing contract terms and conditions for various forms of risk and compliance.
4. Processes requisitions to procure services and commodities. Researches, analyzes, and provides due-diligence quotes, bids, and estimates. Conveys Independent Contractor Certification forms, Letters of Agreements, contracts, sales agreements, co-op agreement information, insurance, and new vendor paperwork. Reviews and analyzes all documents for accuracy and obtains appropriate signatures.
5. Identifies issues and works with requester and vendor to resolve discrepancies in services or products.
6. Researches and compares pricing with alternate vendors and verifies scope of work. Assists departments with scope development.
7. May assist with and/or is guided by senior analyst or supervisor in facilitating highly complex/high-profile solicitations to include Invitation for Bids (IFBs), Request for Proposals (RFPs), and Request for Qualifications and Quotes (RFQs); as determined or defined by the Supervisor.
8. Analyzes co-op agreements for use approval and accurate pricing. Reviews insurance certificates, surety bonds, research vendor licensing, certifications, and service ratings.
9. Finalizes purchase requests using a P-Card or issuing a purchase order. Notifies requester and receiving department with order and shipment details. Sends purchase orders to vendor.

10. Interprets and applies internal policies, procedures, and regulations. Collaborates with the Contract Services department for escalated contract review as necessary and in accordance with policy.
11. Works closely to assigned supervisory staff to complete highly complex and or high-profile procurements as assigned and defined by management.
12. Communicates with lead or supervisor regarding unusual or complex procurement requests or tasks.
13. Performs all other duties and responsibilities as assigned or directed by the supervisor.

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

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge and application of organizational and time management principles
4. Skill in analyzing data and drawing conclusions
5. Skill in effective communication (both written and oral)
6. Skill in problem solving
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Work progress is routinely monitored by supervisor/manager; detailed instructions and procedures are generally provided.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required.
  - Up to one (1) year of related experience.
  - Professional Association Certification in (Accounting, Finance, Business or Procurement).
- OR
- Associated Degree/Certification or in Accounting, Finance, Business Administration or a closely related field of study required.
- AND
- Two (2) years of professional experience in the field of public or private sector business administration is required.
  - Professional Association Certification in (Accounting, Finance, Business or Procurement).
- OR an equivalent combination of certification, education, and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment background check
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours