

**PURCHASING AGENT I, II
(WORKING TITLE - PROCUREMENT ANALYST I, 11)**

CODES/PAY RANGE(S)

Class Code: (I) 1420	EEO Code: B	Pay Range: 208
Class Code: (II) 1425	EEO Code: B	Pay Range: 211

MAJOR FUNCTION

Progressively responsible technical and specialized assignments in the field of centralized procurement of all types of commodities, services, capital goods, and construction projects including, but not limited to: reviewing and processing requisitions; reviewing and assisting in the preparation of specifications for the solicitation documents; managing the solicitation process; facilitating the negotiation process; preparing the contract documents; administering the contract from award through expiration; and providing customer service at multiple levels for both internal and external customers.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

PROCUREMENT ANALYST I:

Works in partnership with internal customers to meet with prospective vendors, inspect and review samples, specifications and illustrations of new products. Visits vendors' business sites. Corresponds with vendors on all aspects of the business relationship, including registration, delivery requirements, substitutions, inquiries, quotations, terms and conditions of purchase orders and contracts.

Works with internal customers to identify the appropriate sources, competitive methods, cost analyses and contract formats.

Prepares routine general and front-end solicitation documents within assigned field. Reviews all specifications (prepared by others in some cases) with internal customers to determine adequacy. Works with internal customers to develop project timelines and to verify that specifications are appropriate and complete; and rewrites or edits as necessary. Releases solicitations to vendors; reviews, tabulates and analyzes submittals for compliance; reviews insurance and bonds to ensure compliance with submittal requirements and Federal, State and County purchasing laws and ordinances; prepares recommendations of award to supervisor; and reviews resulting contracts for completeness.

Schedules and facilitates pre-bid conferences to address questions regarding the solicitation and/or the solicitation process. Also schedules and participates in pre-project conferences to address/interpret contract requirements in assigned field.

(Procurement Analyst I, II, Continued)

Reviews and processes requisitions for assigned field, checks for accuracy and conformance with Federal, State and County purchasing laws and ordinances, prepares change orders for the appropriate approval authority, and assists in the resolution of disputes and discrepancies on invoices.

Prepares routine addenda, change orders, Council Meeting agenda items and internal/external correspondence for supervisor's review and approval.

Monitors assigned contracts to gather historical data and ensure compliance and to facilitate a timely renewal process if applicable.

Administers, monitors, maintains, and acts as the liaison between internal customers and vendors by assisting in the resolution of performance issues, disputes and claims. Assists with clarifying responsibilities of parties designated within assigned contracts. Prepares correspondence regarding issue resolution for supervisor's approval.

Reviews and recommends approval/disapproval or adjustment of pay requests for assigned projects.

Processes bonding company contract status inquiries in a timely manner.

Communicates with internal customers regarding needs for services, materials, supplies and equipment, and required delivery schedules. Furnishes information concerning prices, available products, and sources of supply.

Performs related work as required.

PROCUREMENT ANALYST II:

All illustrative duties of lower classification. Prepares complex general and front end solicitation documents within assigned field. Reviews all specifications (prepared by others in some cases) with internal customers to determine adequacy. Works with internal customers to develop complex project timelines and to verify that specifications are appropriate and complete; and rewrites or edits as necessary. Releases complex solicitations to vendors; reviews, tabulates and analyzes submittals for compliance; reviews insurance and bonds to ensure compliance with submittal requirements and Federal, State and County purchasing laws and ordinances; prepares recommendations of award to supervisor; and reviews resulting contracts for completeness.

(Procurement Analyst I, II, Continued)

Facilitates the contract negotiation process and prepares the final contract documents for the appropriate approval authorities and ensures that the final contract is in conformance with Federal, State and County purchasing laws and ordinances.

Prepares complex routine addenda, change orders, Council Meeting agenda items and internal/external correspondence for supervisor's review and approval.

Provides training on procurement related topics as assigned by supervisor.

Implements and/or administers special projects/programs and/or contracts as assigned by supervisor.

KNOWLEDGE, ABILITIES AND SKILLS - PROCUREMENT ANALYST I

Ability to learn and adapt to governmental purchasing methods, policies, procedures, and terminology and their application to assigned areas which may include but not be limited to: general commodities, services and capital goods; architectural and engineering terminology, processes, and services; and vertical and horizontal construction means and methods, etc.

Ability to demonstrate proficient use of modern office practices and methods.

Ability to keep detailed records. Ability to obtain and interpret market prices and trends, and to apply such interpretation to procurement problems.

Ability to read, interpret and evaluate specifications for completeness, and assist the internal customer in revisions as needed.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective relationships with vendors, County internal customers, and the general public.

Ability to conduct bid openings.

Ability to show proficiency in the use of personal computers (including Microsoft Suite applications such as Word, Excel, Access and Power Point) and small office machines.

KNOWLEDGE, ABILITIES AND SKILLS - PROCUREMENT ANALYST II

All knowledge, skills and abilities of lower classification.

(Procurement Analyst I, II, Continued)

Ability to demonstrate knowledge of competitive procurement and contract administration of, the grades, qualities, supply sources, and market factors of assigned categories for commodities, services, capital goods, and construction projects that are frequently required by the County's internal customers.

Ability to demonstrate advanced knowledge of terminology specific to assigned field (such as architectural, engineering, construction, technology, insurance, etc.) and its application to professional services, contracts and procurement of equipment and other related items.

Ability to demonstrate comprehension of all phases of contract negotiation, development and administration in assigned field.

Ability to demonstrate knowledge of the County's budgetary procedures.

Ability to establish and maintain effective working relationships with County staff and vendors.

Ability to facilitate selection committee meetings, potential vendor interviews and contract negotiations as assigned by supervisor.

Ability to perform as a project implementer and/or administrator for specific projects/programs as assigned by supervisor including but not limited to: the Procurement Card Program, the Automated Purchasing System, the Electronic Office Supply Catalog Ordering System, the On-Line Surplus Property System, new initiatives, etc.

MINIMUM QUALIFICATIONS

PROCUREMENT ANALYST I - Bachelor's degree in Business Administration, Economics, Marketing, Procurement or related field, or graduation from high school or possession of GED or four years of experience in a procurement-related field.

PROCUREMENT ANALYST II - Two years as a Procurement Analyst I with County of Volusia or equivalent experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk; finger dexterity.

Environmental Demands: Inside work and/or outside work relating to pre-solicitation and project meetings.

(Procurement Analyst I, II, Continued)

Mental Demands: Ability to read and comprehend technical professional journals, financial reports, legal documents, abstracts and schematics. Ability to write business letters, reports, financial reports, policies, procedures and summaries. Ability to perform functional business math. Ability to write complex and comprehensive documents, reports, and various types of legal documents. Ability to speak publicly and extemporaneously; conversant in theory and practices of discipline.

Revised 10/05

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