SENIOR PROCUREMENT ANALYST

DEFINITION

Under general supervision plans, coordinates and monitors the purchasing and procurement activities for the Transportation Department; responsible for purchasing materials, supplies, equipment and services; prepares Requests for Proposals (RFP), contracts, and agreements; conducts research/analysis of Transportation equipment, services, and materials; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a staff support position with responsibility for overseeing the Transportation Department's purchasing function and coordinating the operation of procurement with the Finance Department.

EXAMPLES OF DUTIES

Coordinates, oversees, and participates in the purchasing and procurement activities of the Transportation Department; processes requisitions, purchase orders, contracts and other procurement documents; prepares bid specifications and other necessary documents related to the purchase of vehicles, equipment, materials, and supplies; assures compliance with City, State, and Federal purchasing regulations; attends bid openings and recommends awards of contracts; recommends appropriate vendor depending on cost of purchase, quality of bid specifications and responsiveness to the Department's needs; maintains contracts with vendors; obtains information about new products, market conditions, and current prices; evaluates vendor performance; conducts vendor inspection tours; confers with Finance Department staff to ensure compliance with purchasing procedures; coordinates the disposition of surplus property and equipment with the Finance Department; maintains vendor list and catalog files; maintains records on Transportation vehicle registration; oversees warehouse functions; maintains accurate inventory records; assures purchases are accounted for in annual asset inventory; administers the federally required Disadvantaged Business Enterprise Program (DBE) in accordance with FTA/DOT regulations; tabulates and formalizes the yearly DBE participation goal for submission to FTA and submits guarterly progress

SENIOR PROCUREMENT ANALYST

EXAMPLES OF DUTIES – (cont.)

reports; maintains computer files. represents assigned functions with City staff and other governmental agencies as delegated.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices and techniques of governmental purchasing and procurement.
- Applicable local, state, and federal laws, rules, and regulations governing policies related to procurement including Disadvantaged Business Enterprises (DBE).
- Materials, equipment, supplies and services required to operate a municipal fleet, public transit system, and related maintenance facilities.
- Sources and availability of equipment, supplies and services.
- Market trends and pricing condition of various commodities, products, and services.
- Development of specifications and bid packages.
- Standard office machines, equipment, and software.
- Record keeping methods and procedures.
- Occupational hazards and standard safety precautions.
- Research methods and procedures.

and

SENIOR PROCUREMENT ANALYST

EMPLOYMENT STANDARDS - (cont.)

Ability to:

- Assist with the planning, organizing and coordinating of the Transportation Department's purchasing and procurement function.
- Negotiate procurement transactions effectively.
- Prepare specifications, Invitations for Bids, Request for Proposals, and contracts.
- Develop recommendations on purchasing and general service improvements.
- Operate computers and general office equipment.
- Research, collect, and analyze information related to purchasing.
- Interpret, explain, apply and enforce purchasing laws, rules and regulations.
- Effectively represent the purchasing functions of the Department with concerned individuals, organizations and other government agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in public administration, business administration, materials management, accounting or a closely related field is desirable.

Work Background: Two years experience in purchasing, accounting, or related field; transit experience is desirable.

November 1999 (Res. 99-111) August 2005 (Res. 05-75)