



Position Description

Department	Procurement
Position Title	Procurment Analyst
Grade	8
Reports To	Director - Procurement
FLSA	Exempt
Approved Date	April 18, 2022
Revised Date	May 6, 2022
Purpose	Responsible for evaluating vendors, contracts, products, and services throughout the purchase requisition and purchase order process to ensure they are in the best interest of the Airport.
Duties & Activities	Develop processing procedures, maintain project databases, and makes system modifications.
	Uses data analytics and market research to identify trends, solve system problems, reduce costs, and make improvements to the procurement process.
	Facilitate training and provide support to internal and external customers to ensure efficient operations of procurement systems. Maintains instruction manuals for systems. Assists in system implementations.
	Drafts information materials and graphics. Design and formulate charts and statistical reports. Provides periodic project reports.
	Serve as Buyer for technology procurements.
	Functions as a backup for all procurement department positions.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned.
Role Definition	Individual Contributor
# of Direct Reports	0
# of Indirect Reports	0
Budget Responsibilities	Contributes to the formulation and operates within the department budget. Monitors total Airport budget against expenditures.
Education & Experience	Bachelor's degree in Purchasing, Finance or related field; 4 or more years purchasing, contracting, or public sector buying experience and/or training; or equivalent combination of education and experience.

<i>Language Skills</i>	Ability to read, write and interpret complex documents such as financial reports, proposals, procedure manuals, purchasing contracts and specification documents. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
<i>Math Skills</i>	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, volume and economic order quantity. Ability to apply advanced financial concepts.
<i>Reasoning Ability</i>	Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
<i>Computer Skills</i>	Advanced computer skills and proficiency with Microsoft Office, Adobe (pdf) software and database/inventory management software. This includes reporting tools such as PowerBI, and using SQL to analyze data.
<i>Technical/Trade Skills</i>	Ability to properly analyze bids, perform pricing analyst, identify total cost of ownership, and justify source selection to determine feasibility of buying products.
<i>Interpersonal Skills</i>	Typically has frequent contacts outside the workgroup. Requires highly developed interpersonal skills for dealing with common inquiries or complaints from vendors, internal customers and regulatory agencies..
<i>Licenses/Certifications</i>	NIGP-CPP, CPPO, CPPB, CPM or other procurement credentials highly preferred.
<i>Physical Effort</i>	Most of the time is spent sitting in a comfortable position with frequent opportunity to move about. Occasionally there may be a requirement to stoop or lift material or equipment (typically less than 15 lbs).
<i>Job Environment</i>	Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and not objectionable.
<i>Job Hazards</i>	Most of the time is spent in general office or equivalent conditions. This is a safety and security sensitive position that requires employees to be alert at all times. Any work performed while under the influence of marijuana, alcohol or other controlled substances may constitute a threat to public health or safety.
<i>Job Pressures</i>	Under regular pressure to meet deadlines, budget demands, and/or quotas. Must frequently deal with unpleasant issues related to people or situations, working on multiple projects simultaneously, and accommodating changing priorities.