



Position Description

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| 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. |

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| <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. |