

## Procurement Analyst II



### General Summary of Classification:

Routinely manages moderate to complex procurement processes for high-dollar goods, non-professional services, technology or construction for assigned commodities and specialized procurements in accordance with the Virginia Public Procurement Act (VPPA) and all applicable County policies and procedures; performs related administrative duties and administers contracts; and performs other duties as assigned.

### Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

This is the second level of an approved career development plan (CDP).

- Proficiently performs all of the essential job duties of a Procurement Analyst I plus the following:
- Manages the procurement process for assigned commodities independently and as part of a team; performs complex procurement activities for goods, non-professional services, technology or construction purchases and/or contracts in addition to assigned commodities and specialized procurements such as public safety equipment or larger construction projects; responsible for planning, coordinating and leading the procurement process, including renewals and re-solicitations accurately and in a timely manner; performs procurement responsibilities such as contract administration, supplier sourcing, and makes final award decisions within a scope of authority delegated by the Purchasing Director;
- Conducts pre-bid/pre-proposal conference to clarify the terms, conditions, and specifications; conducts opening of the bids, evaluates bids to ensure bidder is responsive/responsible;
- Within a delegated scope of authority: reviews, approves and processes valid purchase orders; assists with mediations, or mediates disputes and conflicts between County and HCPS departments and suppliers;
- May be assigned duties related to surplus property administrative tasks;
- Performs other duties as assigned.

### Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Advanced working knowledge of principles and practices of public procurement and related procurement laws; advanced working knowledge of sources/suppliers; advanced working knowledge of public sector operations, policies and practices, especially County and HCPS departments and their operations; accurately interprets moderately complex specifications and requirements, and prepares complex procurement documentation; consistently accurate in the interpretation and application of state and county laws, policies, and procedures relating to moderately complex to complex or specialized public procurement processes.
- **Technical:** Advanced computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems and applications to complete assigned tasks; systematically and accurately prepares all related documentation and compiles data and provides detailed qualitative and quantitative analysis and recommendations.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills; communicates complex information clearly and accurately with internal and external stakeholders to manage all aspects of the procurement process; negotiates and manages moderately complex and complex contracts; provides excellent customer service.
- **Decision-making, and Authority:** Accurately understands and follows complex instructions, policies, laws and data; makes sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete complex tasks accurately and within established deadlines; plans, organizes, and conducts meetings & procurement process training sessions.
- **Leadership:** Non-supervisory. Works independently with minimal supervision and as part of a team.
- **Environment:** Works in an office setting; may work in various locations based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of stakeholders. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

### Minimum Education and Experience:

**Education:** Four (4) year degree in a relevant field such as business or public administration preferred;

**Experience:** Four (4) years of relevant procurement experience, including two years of public procurement experience;

**OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

### Other Requirements (License, Certifications, Training, etc.):

- Valid Driver's License to perform assigned duties at various locations Countywide.
- Prefer current relevant certification (e.g. CPPB, CPPO, VCO).

### Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.