



## Classification Description

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**OUR VISION:**

*To be the acknowledged leader in public assembly venue management in the region*

**OUR MISSION:**

*To enhance the livability and economic vitality of the metropolitan region through sound stewardship, expert management and creative development of the region's public assembly venues*

**OUR VALUES:**

*Respect ~ Excellence ~ Teamwork ~ Innovation ~ Community*

<b>Job Title</b>	Procurement Analyst	<b>Bargaining Unit</b>	Non-represented
<b>Functional Job Family</b>	Accounting & Finance	<b>Classification #</b>	8014
<b>FLSA</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Salary Grade #</b>	322
<b>Position Status</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Revision Date</b>	May 2007

**Summary:**

Oversee the procurement and contracting processes for goods, services, and construction. Coordinate the procurement and distribution of materials, parts, equipment, and supplies for the organization. Consult with facility managers to implement a streamlined procurement system.

**Reasonable Accommodations:**

To perform this job successfully, an individual must be able to perform each essential duty and physical demands satisfactorily with or without a reasonable accommodation.

**Essential Functions:**

- Research and negotiate procurement contracts for optimal cost efficiency, service level, and quality of product; advise and consult with management on appropriate supplier to be used.
- Ensure contracts and procurement function is fully integrated with the diversity and sustainability programs and follows cash management guidelines
- Represent organization at vendor outreach events.
- Prepare, review, monitor and process contracts, requisitions, and other forms of purchasing.
- Evaluate and negotiate purchasing arrangements with other government agencies to take advantage of commodity purchasing.
- Evaluate options for consolidating and optimizing purchasing and contracting procedures; establish cooperative and service-oriented relationships with client facilities, offering trainings or briefings to relevant client groups; develop clear and easy to understand guidelines on functional procedures.
- Prepare reports covering complex analyses of various procurement issues, including program area policy and procedure recommendations.
- Ensure compliance with codes, ordinances, regulations, and other requirements, including but not limited to, Owner Controlled Insurance Program (OCIP) and Leadership in Energy and Environmental Design (LEED) certification.



### **Secondary Functions:**

- Serve as a partner with third-party contractors to ensure their understanding of the organization's purchasing requirements.
- Act as project manager for assigned purchasing-related and vendor outreach projects.
- Serve as a liaison between MERC and Metro functions by serving on various committees as assigned.
- Other duties which may be necessary or desirable to support the agency's success.

### **Supervisory Responsibilities:**

This position has no supervisory responsibility but may provide leadership and guidance to temporary staff and/or assist with orientation of new members of the work group.

### **Education and/or Experience; Certificates, Licenses, and Registrations:**

- Bachelor's Degree with major course work in accounting, finance, or business, and
- A minimum of three (3) years of experience in purchasing, or
- An equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

### **Necessary Knowledge, Skills and Abilities:**

- General knowledge of the principles, practices, methods, policies, laws and other standards of purchasing in public sector agencies.
- Knowledge of pertinent Federal, State and local laws, codes and regulations that affect and impact work.
- Skill in developing and implementing purchasing policies to meet a diverse range of business needs.
- Skill in and ability to use specialized budget and procurement analysis systems and Microsoft Office programs.
- Ability to negotiate effectively with vendors for goods and services, and to capture those negotiations in written contracts.
- Ability to manage projects, and organize and conduct research studies.
- Ability to work independently and as part of a team.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective, cooperative working relationships with those contacted in the course of work.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work various hours, including evening, weekends, and holidays.

### **Physical Demands / Work Environment:**

- Majority of work is completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and moderately paced environment.
- Continuously required to read computer screen; hear and/or respond to verbal/audio cues; perform repetitive motions of hands and wrist; sit for extended periods of time.



- Rarely required to stand and/or walk for extended periods of time; reach with hands and arms, lift, push, pull and/or carry objects up to 10 pounds; stoop, keel, crouch or crawl; twist and/or bend.

*“MERC believes that each employee makes a significant contribution to our overall success. That contribution should not be limited by the assigned responsibilities. Therefore, this Classification Description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or MERC, to just the specific work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of our endeavors.”*

APPROVED:

_____	_____
MERC General Manager	Date
_____	_____
MERC Human Resources Manager	Date