



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>PROCUREMENT ANALYST</b>	<b><u>SCHEDULE:</u></b>	<b>B</b>
<b><u>DIVISION:</u></b>	<b>RISK &amp; PROCUREMENT</b>	<b><u>PAYGRADE:</u></b>	<b>11 - 17</b>
<b><u>DEPARTMENT:</u></b>	<b>ADMINISTRATIVE SERVICES</b>		

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## **JOB SUMMARY:**

Reporting to the Procurement Supervisor, the Procurement Analyst researches, evaluates and purchases services, supplies and equipment in accordance with established policies and procedures to meet the requirements of the various operations of the City.

The incumbent provides expertise to City staff in the development of competitive bid documents, and maintains regular contact with staff and Vendor/Supplier representatives to ensure that departmental needs are met in terms of quality, quantity, economy, and delivery dates.

The incumbent must exercise confidentiality and independent decision making in evaluating and selecting suppliers and products, and exercise considerable tact, diplomacy and persuasion in dealing with vendors/suppliers, the public and staff.

The position requires a very high degree of visual concentration and may include occasional pressures of volumes of work to meet deadlines and continuous learning of practices and principles of government contracting.

Results are assessed in terms of the Procurement Analyst's demonstrated judgment, recommendations and evaluation in terms of services rendered from suppliers. The core work is similar at all levels but as the work becomes increasingly complex, there is an increased requirement for critical thinking, self-motivation, creative problem solving, political acumen, communication skills, accuracy and detail, prioritizing and organizing an increasing workload.

## **RESPONSIBILITIES - PROCUREMENT ANALYST 1:**

- coordinating procurement initiatives valued up to 100K;
- writing specifications, preparing and managing competitive bid documents for RFP's, tenders, contracts and other forms of non-binding bid processes for small to medium size projects;
- reviewing documents for completeness, accuracy and risk management;
- developing and ensuring that all procurement documents are complete including legal terms and conditions and regulatory requirements;
- participating in the competitive process by providing support for receipt of submissions, evaluation process and documentation requirements, and posting documents on BC Bid when required;

- coordinating meetings, logging official receipts of documents, creating analysis spreadsheets, assisting in the evaluation process, providing administrative support by drafting documents and attending vendor /supplier and or client meetings;
- setting priorities and ensuring timely completion of tasks within area of responsibility;
- analyzing and comparing bid results and making recommendations to award;
- obtaining bids from suppliers either by phone or through written submissions and bringing any debatable bids to the attention of the Supervisor;
- conducting formalized debriefing meetings with suppliers of goods and services;
- working with divisional supervisors and managers, or their representatives, with regard to material quality, service requirements, delivery dates, and prices;
- procuring various materials and services from requisitions submitted by Divisions;
- coordinating and expediting delivery of materials such as group purchases to secure price advantages of quantity buying;
- assisting with the resolve contract issues related to service and supply agreements;
- securing and arranging for disposal of City-owned surplus items, in accordance with City policies; and
- performing other related duties, as requested.

#### **QUALIFICATIONS:**

##### **PROCUREMENT ANALYST 1: (B11)**

**Education:** Completion of Grade 12 with the completion of a minimum of TWO (2) relevant purchasing courses offered by a recognized National Accreditation program preferably within the past three (3) years.

**Experience:** A minimum of two years of related purchasing experience preferably in a public sector agency or large corporation, including the preparation of RFX's and/or contract administration of Corporate contracts within a computerized procurement system.

**Knowledge & Skills:** As listed at end of document.

##### **PROCUREMENT ANALYST 2: (B12)**

**The responsibilities of a Procurement Analyst 2 are the same as Procurement Analyst 1 with the following additional responsibilities:**

- coordinating procurement initiatives up to 250K;
- managing of RFP's, tenders, contracts, and other forms of non-binding bid processes for midsize to large projects.

**Education:** Completion of Grade 12 with the completion of a minimum of TWO (2) relevant purchasing courses offered by a recognized National Accreditation program preferably within the past three (3) years and registered and/or actively pursuing a Professional Purchasing designation.

**Experience:** A minimum of three years related purchasing experience, preferably in a Public Sector or Municipal setting, including the preparation and management of RFX's, contracts and/or other

forms of non-binding bid processes. Experience within a computerized procurement system is required.

**Knowledge & Skills:** As listed at end of document.

**PROCUREMENT ANALYST 3:** *(B17)*

**The responsibilities of the Procurement Analyst 3 are the same as a Procurement Analyst 1 & 2 with the following additional responsibilities:**

- coordinating all level of procurement initiatives;
- recommending, developing and implementing terms and conditions and evaluation criteria for procurement contracts, including large dollar, high profile and high risk technical and/or construction RFP's;
- managing RFP's, tenders, contracts, and other forms of non-binding bid processes for large capital projects;
- managing complex technical purchasing and/or construction tendering;
- coordinating proposals, contracted services and purchasing operations with minimal or no supervision; and
- processing and analyzing complicated higher profile contracts and researching and writing more complex specifications.

**Education:** Associate degree or diploma in a related field and completion of a purchasing designation from a recognized National Accreditation Program or completion within the calendar year.

**Experience:** A minimum of five (5) years' related purchasing experience, preferably in the Public Sector or Municipal setting, including the preparation and management of complex technical RFX's including but not limited to capital and construction tendering.

**Knowledge and Skills (all levels):** Knowledge of principles and practices of purchasing, including ethics, internet research, bid preparation and evaluation, competitive bidding procedures, negotiating, general contract law and automated procurement systems. Thorough knowledge of public sector/municipal purchasing requirements, contracts and financing. Excellent verbal and written communication skills, including report-writing abilities. Ability to perform detailed work related to purchasing with judgment, accuracy, confidentiality and promptness. Demonstrated initiative and the ability to function in an independent manner. Sound problem solving and decision-making abilities. Excellent organizational and time management skills. The ability to handle multiple tasks and projects, and effectively meet deadlines. Strong customer service orientation. The ability to function within, and contribute to, a collaborative team environment and adapt to a changing work environment and shifting priorities. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees and external service providers. The ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Discretion in handling confidential matters. Demonstrated competence at an intermediate level with MS Office Suite (Excel & Word) and computerized procurement system. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the

position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Driver's license:	Yes - Valid B.C. Driver's License, full-privilege Class 5
Vehicle Usage:	Yes.
Police Information Check:	Yes.

Prepared by:	Borgia, Bourret
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Date revised:	May 23, 2019
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