

JOB TITLE: Contract Business Analyst

JOB CODE: 20.03

GRADE: 17

CLASSIFICATION: Non-Exempt

PURPOSE OF POSITION: Performs advanced specialized work in the Department of General Services for the procurement of municipal services, supplies, materials, and equipment.

MINIMUM QUALIFICATIONS: An Associate Degree from an accredited college or university in Business Administration, Business Management, Contract Administration, Construction management, Computer Science, Economics, or Public Administration and three (3) years experience in purchasing, with an emphasis on life cycle costing and e-procurement; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. Governmental experience is preferred. Must be a Certified Public Purchasing Buyer (CPPB), or Accredited Purchasing Professional (APP), or obtain an equivalent public purchasing designation within one (1) year of employment. E-procurement systems, general construction, and project management experience is required.

SPECIAL REQUIREMENTS:

- Knowledge and understanding of business methods, markets, and purchasing practices.
- Knowledge of the laws relating to public purchasing and governmental purchasing.
- Knowledge of general construction.
- Knowledge of project management.
- Ability to understand and review contracts.
- Ability to conduct meetings with the public.
- Knowledge of standard office procedures, practices, and equipment, including software programs and web based and Internet applications.
- Ability to recognize, analyze and resolve problems.
- Ability to establish and maintain effective working relationships with associates, vendors, and the general public.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to organize complex data.
- Ability to research, gather, and report data concerning all aspects of purchasing information.

ESSENTIAL FUNCTIONS:

- Prepares and issues Requests for Bids/Proposals.
- Prepares legal notices.
- Tabulates bid and evaluation review summary sheets for award purposes.
- Coordinates and assists in the development of departmental Purchasing Regulations.
- Maintains specifications, tabulations, and related files.
- Monitors and reviews bid documents, rfp submissions, evaluation committee documentation and contracts for required compliance.
- Uses Automated Purchasing System and researches and recommends other purchasing programs and e-procurement methods.

- Maintains specification, tabulations, and related files related to construction procurement and any purchases of services, materials, or supplies when the direct purchase method has been utilized.
- Researches, gathers, and prepares reports in accordance with Federal, State, and local government policy and procedures.
- Reviews contract files and change orders for accuracy, required documentation for renewal and closeout.
- Retains involvement in each assigned bid/rfp and accurately documents the file and directs the users through the process including contract execution.
- Assists in the development of new and revised procedures.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Extensive public contact is required with associates, other department personnel, City officials, and vendors.

SUPERVISION RECEIVED: Subject to general and specific assignments that are executed with some latitude for independent judgment and discretion. Completed work is reviewed for accuracy.

SUPERVISION EXERCISED: Some supervision may be exercised on specific projects.

PHYSICAL REQUIREMENTS: This is office work that requires limited physical effort. Position requires visual acuity for reviewing, checking, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.