

CITY OF CHATTANOOGA
Classification Specification Title: Procurement Analyst

Department: Purchasing

Pay Grade: GS.11

Supervision Received From: Chief Procurement Officer

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 9/12/11

**Revision Dates: 4/3/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbent in this classification manage the city's procurement card program; authorize and control procurement cards; develop and implement effective program oversight; maximize p-card business potential; train and counsel city card users and their management in the use of p-cards; act as liaison to the p-card vendor and serve as project manager for bid processes and existing contracts.

SERIES LEVEL: The Procurement Analyst is a stand alone classification.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

DEPARTMENT SPECIFIC DUTIES:

Manages the City's procurement card program and maximizes the business potential of the use of procurement cards in compliance with City policy and ordinances, federal and state rules and regulations. Serves as the liaison to the City p-card vendor; coordinates meetings with the vendor and provides direction on all issues related to City's p-card program.

Authorizes and controls procurement cards; manages p-card account set-up, closing, dollar limits and other applicable account controls.

Monitors and audits monthly purchases; reviews transaction data; ensures correct general ledger account number is used; makes certain that card users are following City's p-card policies and procedures and coordinates issues that emerge.

Analyzes, reviews, and reports on results, deviations and trends on a quarterly basis; makes appropriate recommendations based on the analysis for audits or other pertinent actions to ensure the integrity of the program.

Creates and maintains a procurement card end user manual; trains p-card users and their management in the use of the p-card; answers questions and provides direction to users on p-card related issues.

May serve as project manager on assigned contractual projects which includes serving as the primary point of contact on contractual matters; assuming a leadership role for strategic sourcing and contract management; providing service delivery to the customer; identifying the most favorable sourcing and contracting alternatives; managing contracts and relationships; assisting in work planning, contract terms and conditions development, specification development, solicitation preparation and contract negotiations; maintaining related information; procuring applicable items and/or performing other related activities.

May determine correct procurement methods and conducts formal bid processes which includes collating formal bid data and information; evaluating requests for bids in conformance with applicable laws, procedures and requirements; approving price increases; updating contracts; analyzing proposals for conformance to specifications, prices, terms and possible cost savings; conducting negotiations; placing newspaper ads; preparing and mailing bid packages and Requests for Proposals (RFPs); facilitating pre-bid conferences; evaluating bid responses; forwarding information to applicable departments; issuing contract change notices; maintaining bids and contracts information; compiling vendor mailing lists; updating vendor information and accounting data in applicable databases; hosting bid openings for public reading and/or performing other related activities.

Serves as a liaison between internal departments and vendors.

Generates procurement requisitions and contracts. Maintains applicable records and databases on bids, leases, contracts, procurement sources and/or other related information. Conducts follow-ups on orders to ensure receipt of items ordered in a timely manner and to resolve problems.

Coordinates the development of specifications with internal departments. Reviews and verifies appropriate approvals for specified commodities.

Prepares a variety of reports related to progress, cost savings and/or other related procurement items.

Attends a variety of meetings with staff, suppliers, contractors, vendors, and/or other interested parties.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES: (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration, Accounting or related field and three (3) years purchasing experience to include managing contracts and bids; evaluating vendor performance; set-up and monitoring of requirement and blanket contracts in compliance with applicable local,

federal or state rules and regulations is required; or any combination of equivalent experience and education. Must have experience working with and making reports using spreadsheet, word processing and presentation software; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of procurement principles and practices; negotiation techniques; specification preparation methods; supply sources; customer service principles and applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures. Skill in using a computer and related software applications; analyzing and interpreting applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; reading, interpreting and analyzing bids and purchasing documents; providing customer service; conducting negotiations; exercising sound judgment; solving problems; expediting purchases; performing mathematical calculations; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.