

POSITION DESCRIPTION
SENIOR PROCUREMENT ANALYST
Portland Public Schools
Procurement and Distribution

This position is a Grade Range C. The pay range is \$49,358 to \$66,720. This is a full time position. For more information, go to the PPS website at: <http://www.hr.pps.k12.or.us/docs/pg/11121>.

Position Summary:

The Senior Procurement Analyst is responsible for complex purchases of services, goods and equipment to support departments and schools. Project costs will routinely exceed \$100,000. This position leads and manages complex formal procurement processes such as Request for Proposals (RFP) and Invitations to Bid (ITB) and assures that contracts resulting from these processes are in compliance with District policy and state statute.

In addition, this position will work closely with the IT department in assuring the stability and functionality of the Procurement module of District's financial software (PeopleSoft) and other procurement related software. This position will perform related daily tasks, such as assigning employee access to the PeopleSoft Purchasing module.

The Senior Procurement Specialist reports to the Director of Procurement and Distribution Services.

Major Duties and Responsibilities:

The Senior Procurement Analyst will perform the following:

Procurement Responsibilities:

1. Purchase materials, services, supplies, and equipment through formal and informal procurement methods, including Request for Quotation, Invitation to Bid, and Request for Proposal. Work may involve complex procurement methods, such as multi-step bidding. Draft new contracts and contract amendments related to assigned bids and RFPs. Position will primarily be responsible for complex procurements such as those involving Information Technology.
2. Assure contracts and purchases are made in compliance with District policy, state statute and federal law.
3. Advise internal clients regarding purchasing procedure and policy and assist in identifying solutions for procurement issues.
4. Maintain positive supplier relationships and professionally represent District to contractors and suppliers.

System Responsibilities:

1. Gain in-depth understanding of the PeopleSoft Purchasing module and its functionality for creating and processing PPS purchase orders.
2. Gain in-depth understanding of the configuration and set up of tables in PeopleSoft and how these tables affect purchase order and related transactions.
3. Partner with other technical functional leads and Information Technology to Support Procurement and Distribution software systems, such as the PeopleSoft purchasing module, and Microsoft Access databases.
4. Coordinate and communicate with Functional Leads, Information Technology, and management regarding systems processing, system errors and/or system enhancements.
5. Test software modifications, and new software, prior to implementation to ensure software is working correctly.

6. Extract information from PeopleSoft using data query and reporting tools including Query, Crystal and nVision. Assist in the design and development of required reports.
7. Assist Procurement and other District personnel in troubleshooting issues regarding Purchase Orders and workflow in PeopleSoft. Document system errors and notify purchasing management and IT.
8. Analyze Procurement and Distribution business processes; help design and document improvements regarding best use of PeopleSoft purchasing module. Assist in design of related workflow, paper management and other processes.
9. Write requests for enhancements and modifications to PeopleSoft software in order to solve problems or improve business processes.
10. Provide purchasing staff and management training on PeopleSoft and other software as required.
11. Maintain system data tables and configurations as business processes evolve and new requirements emerge.
12. Secure District electronic information and hold appropriate District information confidential.
13. Other related duties as assigned.

Minimum Qualifications:

The Senior Procurement Specialist must have the following:

1. Knowledge of current purchasing terminology, techniques, and practices including: competitive procurement methods; lines of distribution; supplier pricing practices; knowledge of, or ability to master, laws related to public bidding and contracting.
2. Knowledge of electronic purchasing (P.O.) systems and integrated financial systems. PeopleSoft Financials knowledge and experience preferred.
3. Ability to analyze problems in procurement business processes and identify appropriate technological solutions; ability to problem solve when issues involve varied and competing interests.
4. A systematic approach to problem solving and willingness to research issues by examining numerous reports and other documents in great detail.
5. Skill in and knowledge of current PC technology and common software systems; intermediate to advanced skill in use of MSExcel, MSWord software.
6. Ability to train others in use of basic software applications.
7. Skill in electronically organizing and creating reports using large volumes of information, such as purchase order details, dates, vendors, locations, quantities, item numbers and other data. Skill in administering same data.
8. Oral and written communication skills; ability to write procedural manuals and detail technical specifications; ability to communicate effectively in meetings and to work in teams.
9. Skill in making mathematical computations.
10. Skill in establishing and maintaining effective working relationships with a diverse workforce, including employees, suppliers, business organizations and the general public.
11. A college degree (in IT, finance, business or a related field), or equivalent experience.

12. A minimum of five years of experience in procurement related field, such as the use of POs, bids, RFPs and/or procurement cards.
13. Professional procurement certification (CPPB, CPPO or C.P.M.) or ability to obtain within two years.