



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Senior Contract Analyst
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	XXXX
<b>Reports to:</b>	Director of Procurement
<b>Shift Length:</b>	8 hours a Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The School District Senior Contract Analyst is responsible for managing and analyzing contracts and agreements for the school district. They will review, negotiate, and administer contracts with vendors, service providers, and other entities to ensure compliance with legal and regulatory requirements. The Senior Contract Analyst will work closely with the district's legal team and various requestor departments to assess contract needs, analyze terms and conditions, and provide recommendations to optimize contract performance and mitigate risks.

**Essential Functions:**

- Review and analyze contract terms and conditions to ensure compliance with school district policies and legal requirements
- Notify contract owners of contract execution status and contract end dates
- Work with the legal team to finalize any requested changes to the district's standard terms and conditions
- Negotiate contract terms, pricing, and service levels with vendors and service providers to secure favorable terms for the school district
- Collaborate with department heads and stakeholders to assess the needs and objectives of the vendor relationship and ensure they are reflected in the contract
- Manage district process and database for monitoring contract performance and vendor compliance to ensure fulfillment of contractual obligations
- Identify contract risks and propose mitigation strategies to protect the interests of the school district
- Maintain accurate contract records and documentation, including amendments, extensions, and renewals
- Provide guidance and training to staff on contract-related matters and procurement processes.
- Assist in developing contract templates, standard operating procedures, and best practices.
- Conduct vendor evaluations and performance reviews to assess contract performance and vendor relationships
- Stay informed about industry trends, legal developments, and best practices in contract management
- Utilize technology and data analytics to track and analyze supplier performance data, identify trends, and make data-driven decisions to improve performance
- Other procurement duties as assigned by the Manager/Director

**Knowledge, Skills, and Abilities:**

- Highly self-motivated with the ability to balance multiple priorities
- High Proficiency in ERP software (e.g. SAP, BusinessPLUS, etc.)
- Proficient with Microsoft Office (Word, Excel)
- Strong analytical and problem-solving skills, with the ability to analyze complex business processes and data



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- Knowledge of state law and district policy regarding purchasing
- Ability to produce, analyze, and interpret data, graphs, and charts
- Ability to create and monitor key performance indicators to measure the performance of the procurement functions
- Apply integrity and trust in all situations

**Experience:**

- Proven experience in contract management, procurement, or related fields
- Knowledge of contract law, legal terminology, and contract negotiation techniques
- Strong analytical skills, attention to detail, and a commitment to data accuracy
- Excellent communication and interpersonal skills
- Proficiency in contract management software and Microsoft Office applications
- Ability to work independently and collaboratively with cross-functional teams

**Education:**

- Bachelor’s degree in business administration or related field supplemented by relevant purchasing experience (Required) or 6-8 years of experience
- Master’s Degree (Preferred)
- Industry certifications preferred

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and /or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

***In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.***