

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

Position Summary:

The School District Purchasing Analyst supports the procurement of goods and services throughout the school district. They work closely with vendors, department heads, and stakeholders to identify purchasing needs, solicit bids and proposals, negotiate contracts, and ensure compliance with budgetary and regulatory requirements. The Procurement Analyst will also maintain accurate records and guide on purchasing policies and procedures to support the efficient and cost-effective operation of the school district.

Essential Functions:

- Monitor and analyze the procurement process, related policies, and reports that track and analyze supplier performance data, cost savings, and response times, and work with the procurement manager to continuously improve performance
- Function as a subject matter expert for complex procurement requests
- Collaborate with department heads to assess purchasing needs and develop procurement strategies
- Identify qualified vendors, solicit bids and proposals, and evaluate vendor responses to ensure competitive pricing and quality
- Work in coordination with the Contracts Officer to negotiate favorable vendor agreements for the school district
- Review and process purchase orders in compliance with regulatory requirements
- Maintain accurate records of purchases
- Provide guidance and support to staff on purchasing policies, procedures, and best practice
- Coordinate with vendors, service providers, and internal stakeholders to resolve purchasing issues and ensure timely delivery of goods and services
- Stay informed about industry trends, market conditions, and best practices in procurement and purchasing
- Collaborate with finance and accounting teams to reconcile invoices, track expenditures, and analyze purchasing trends
- Other procurement duties as assigned by the Manager/Director

Knowledge, Skills, and Abilities:

- Highly self-motivated with the ability to balance multiple priorities
- Strong analytical and problem-solving skills, with the ability to analyze complex business processes and data
- Proficient in ERP Software (e.g. SAP, BusinessPLUS, etc.)
- Proficient with Microsoft Office (Word, Excel)
- Knowledge of state law and district policy regarding purchasing
- Ability to produce, analyze, and interpret data, graphs, and charts



Experience:

- Proven experience in procurement, purchasing, or supply chain management
- Purchasing certification, preferred
- Knowledge of procurement processes, contract management, and purchasing regulations.
- Strong analytical skills and attention to detail
- Excellent communication and interpersonal skills
- Proficiency in procurement software and Microsoft Office applications
- Ability to work independently and collaboratively with cross-functional teams
- Apply integrity and trust in all situations

Education:

 Bachelor's degree in business administration or related field supplemented by relevant purchasing experience or 6-8 years of experience

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.