



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

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

