



Position Description

Position Title:	Procurement Analyst	Department:	Procurement
Reports to:	Procurement Manager	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	April 28, 2022
Representation Status:	Unrepresented	Date Revised:	April 6, 2023

Summary

The primary purpose of this position is to provide support for a variety of procurement activities, including the coordination of procurement schedules, drafting and/or reviewing contract language, and monitoring contract and legislative compliance. The incumbent is responsible for submitting Requests for Proposal ("RFPs"), Requests for Qualifications ("RFQ's") and Invitations for Bid ("IFBs"). The incumbent is also responsible for overseeing the compliance of all departmental procurement requests as they should correspond with federal, state, and local laws and regulations.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's ("SCCHA") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Provides technical support to the Procurement Manager in coordinating the procurement of materials, supplies, equipment, and contractual services per established procedures and requirements.
- Develops and maintains standardized RFPs, RFQs, and IFB templates with appropriate terminology as advised by legal counsel; prepares specifications, solicitations, and requests for qualifications/proposals.
- Obtains and reviews competitive bids, quotes, and proposals from vendors and contractors; evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities; assists with the negotiation and administration of contracts with chosen vendors.
- Evaluates and monitors contract performance to comply with contractual obligations; assists in clarifying contract requirements and resolving any conflicts.
- Prepares confidential procurement-related reports, procurement contracts, contract addenda, memorandums, agendas, and letters; prepares routine correspondence and other documentation and maintains procurement and contract files and/or database in accordance with departmental procedures.
- Attends bid openings and other departmental meetings; accurately transcribes meeting minutes, tabulates bids, distributes, and tracks construction plans and specifications.
- Monitors and maintains SCCHA-wide facility maintenance contracts and enters internal purchase requisitions for SCCHA-wide contracts into purchasing system; prepares receiving documents for entry into accounting payment cycle; maintains the property and liability insurance of vehicle fleet.
- Prepares orders for the SCCHA-wide acquisition of vehicles, equipment, or supplies.
- Maintains records on fixed assets for insurance and accounting purposes.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.

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- Evaluates, recommends, and develops improvements in operations, procedures, policies, or methods.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective reports including staff and Board reports.
- Effectively represents the Department and the Agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Education and/or Experience

Any equivalent combination of education and experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

Bachelor's Degree in Business Administration or related field and a minimum of three (3) years of experience in procurement administration and compliance or related field. An equivalent combination of education and experience may be considered.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

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Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even, in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including extensive knowledge of contracting and procurement procedures, types and methods, including formal advertising, negotiation, fixed-price and cost contracts, use of special provisions and incentives and unique regulatory requirements pertinent to diverse procurements, considerable knowledge of contractual terms and conditions, strong skills in fact-finding and analysis, report writing and presentation development, and policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned position. Uses appropriate judgment & decision making in accordance with level of responsibility; and researches and reports on various topics using a broad range of methods, techniques, and procedures.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions



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in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]

**Procurement Analyst
Position Description Approval**

Human Resources Use Only

1. Special Email Distribution Group (check all that apply):
 - ☒ All Staff Email Access (***access will allow employee to send "All Staff" emails***)
 - ☐ Mid-Management Email Group
 - ☐ Senior Management Email Group
 - ☐ Executive Management Email Group
 - ☐ Other (specify): Human Resources Department
2. Form 700 Filer:
 - ☒ Yes
 - ☐ No
3. CALCARD (Visa) Holder:
 - ☐ Yes
 - ☒ No
4. DMV Pull Program (Employee may be required to drive for agency business purposes):
 - ☒ Yes
 - ☐ No
5. Cell Phone or Cell Phone Allowance:
 - ☐ Yes
 - ☒ No
6. Life Insurance for management (up to three times the annual salary, maximum of \$500,000.):
 - ☐ Yes
 - ☒ No
7. Assigned Pay Grade: **32**
8. Vacation Tier: **1**
9. Probationary Period:
 - ☐ Nine (9) Months
 - ☒ Twelve (12) Months
 - ☐ At Will
10. EEO-4 Category: **Professionals**
11. Bargaining Unit:
 - ☐ Yes
 - ☒ No

Acceptance and approval of job specifications:



Tracewell Hanrahan (Apr 7, 2023 13:20 PDT)

Tracewell Hanrahan, Deputy Executive Director

Date: **04/07/2023**