

# Classification description



Procurement Analyst I

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**Title:** Procurement Analyst I  
**Job Code:** 0301  
**Pay Range:** 15  
**FLSA Status:** Non-exempt

**Employee Group:** AFSCME 3580  
**Established:** December 2019  
**Revised:** NA  
**EEO Category:** Paraprofessional

## DESCRIPTION

Perform a variety of entry-level procurement and contracting duties; and advise on best procurement approaches including equity and inclusion strategies; consult on and prepare solicitation documents and other duties necessary for efficient and effective procurement services. Provide customer service to departments ensuring procurement requests align with established procedures. Provide quality control for contracting records.

## DISTINGUISHING FEATURES

The Procurement Analyst I differs from the Procurement Analyst II and III by performing a variety of entry-level professional procurement and contracting duties.

## DUTIES AND RESPONSIBILITIES

1. Liaise between Metro program staff, committees, contractors and consultants. Provides customer service and entry-level procurement assistance following Metro Procurement Administrative Rules and applicable state and federal regulations regarding public contracting and purchasing.
2. Prepares and distributes Metro solicitations, Request for Proposal and Invitation to Bid.
3. Compiles, verifies and archives contracting records; ensures accuracy and thoroughness of data using Metro's records management system.
4. Maintains program files and data. Uses procurement databases, systems and software programs. Enters and updates information, runs queries, compiles data and develops summary reports.
5. Assists with coordinating calendars and scheduling meetings.
6. Participates in outreach activities, and provides technical assistance to small businesses.
7. Assists Metro departments in developing the procurement approach and in resolving problems with solicitation timelines, supplier responses and availability.
8. Maintains supplier and commodity files and assists agency staff with identifying potential sources of supply.
9. Remains current with principles, policies and legislation impacting procurement programs.
10. Assists departments with preparation of contract documents.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:

- Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
  4. Perform other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Two years of experience in a comparable position and
- Bachelor’s degree in Business, Public Administration, Finance, Accounting or a related field or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

#### **Knowledge, Skills and Abilities:**

- Apply critical thinking and writing skills
- Use a personal computer and general business software
- Communicate effectively, both orally and in writing
- Simultaneously handle multiple priorities and projects
- Work independently and as part of a team
- Provide a high level of customer service to both internal and external groups
- Perform all position essential duties and responsibilities
- Fulfill Metro’s core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Use discretion with confidential and sensitive matters

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- Successfully pass the background check and screening requirements required for the position

### **SUPERVISION RECEIVED**

Supervision is received from the Procurement Manager

### **SUPERVISION EXERCISED**

This position has no supervisor responsibility but may provide leadership and guidance to administrative staff and/or employees working on projects.

### **TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

Standard office environment is used

### **WORK ENVIRONMENT**

As necessary to meet workload demands, works outside of typical schedule including evening/weekend hours. Work may require travel to off-site locations.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*