

# Classification description



Procurement Analyst III

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**Title:** Procurement Analyst III  
**Job Code:** 0303  
**Pay Range:** 19  
**FLSA Status:** Exempt-Administrative

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

## DESCRIPTION

Lead, coordinate and conduct highly complex procurements and lead projects related to Metro's procurement policies and procedures. Serve as a subject matter expert, provide advice and solutions and ensure compliance with Local Contract Review Board Administrative Rules and applicable law and work with management on policy, procedure and training formulation and updates.

## DISTINGUISHING FEATURES

The Procurement Analyst III differs from the Procurement Analyst I and II by performing a variety of high-level professional procurement and contracting duties, serves as a subject matter expert on procurement, and works on policy, procedure and training formulation and updates. The Procurement Analyst III serves in a lead capacity for the Procurement Analyst I and II.

## DUTIES AND RESPONSIBILITIES

1. Functions as a subject matter expert for highly complex procurements such as public improvement, complex personal or technical services and other senior level procurements.
2. Functions as a lead, delegates work and serves as a mentor to less experienced work group members. May monitor progress of other work group members.
3. Serves as the procurement lead in researching and developing complex procurement approaches.
4. Liaise between Metro program staff, program managers, committees, contractors and consultants. Provides technical support and consultative assistance following Metro Procurement Administrative Rules and applicable state and federal regulations regarding public contracting and purchasing.
5. Prepares and distributes Metro solicitations of a complex nature including Request for Proposal and Invitation to Bid using Metro's Financial Enterprise system.
6. Participates in policy and procedure formulation. Makes recommendations for consideration and approval by management. Assists in the development of appropriate systems to incorporate recommendations.
7. Ensures procedural and substantive compliance of Metro Local Contract Review Board Administrative Rules and Oregon public contract law. May monitor Metro contracts for compliance.
8. Leads and participates in outreach activities to historically underserved business

communities and provides technical assistance and training to small businesses.

9. Serves as a procurement lead for Metro departments in developing the most equitable procurement approach and in resolving problems with solicitation timelines, supplier responses and availability.
10. Leads highly complex pre-bid and pre-proposal meetings.
11. Leads highly complex proposal evaluations and provides expert knowledge to program departments.
12. Maintains supplier and commodity files and assists agency staff with identifying potential sources of supply.
13. Remains current with principles, policies and legislation impacting procurement programs, including as they relate to Metro's Equity Contracting program.
14. Serves as a lead expert in interpreting procurement rules and regulations.
15. Assists departments with preparation of complex contract documents.
16. Develops and conducts procurement and contract trainings.
17. Maintains program files and data. Uses procurement databases, systems and software programs and makes recommendations for system requirements and upgrades. Enters and updates information, develops and runs queries, compiles and analyzes data, and develops summary reports.
18. Presents procurement reports, data and procurement approaches to departments, committees and to the Local Contract Review Board.
19. Presents to small business communities information about Metro's Small Business Development Program.
20. Maintains discretion with confidential information.

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

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- 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:**

- Four 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:**

- Critical thinking and writing skills
- Project management
- Leadership and problem solving skills
- Interpret complex rules and regulations
- Produce documents and reports of complex nature
- Use standard office equipment and general business software, business enterprise systems
- Organize and conduct research studies
- 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 internal and external groups
- Represent Metro effectively to the public
- 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
- Successfully pass the background check and screening requirements required for the position

#### **SUPERVISION RECEIVED**

Supervision is received from the Procurement Manager

#### **SUPERVISION EXERCISED**

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Serve in a lead capacity. Lead duties typically include new employee orientation, training, direction on work procedures and performance standards, assigning and overseeing work, following up on assignments, scheduling and providing input to the supervisor regarding hiring and performance evaluation; may participate in the screening and interview process.

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

Standard office equipment 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.*