



## Procurement and Contract Analyst

<b>Job Type:</b>	Regular, Full-time	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Procurement Manager	<b>Department:</b>	Procurement
<b>Last Revised:</b>	February 2024		

### Position Summary

This position has the responsibility for carrying out purchasing and contract administration duties within the Procurement Department, including providing analysis and recommendations, and for obtaining facts on which decisions or recommendations may be based. Assists in the daily operations of the Department, which include procurement and contract issues, ensuring compliance in all aspects of the Procurement Policy, Small Business Participation Policy, Local Business Participation Policy, and the Code of Ethics, as well as applicable federal and state laws throughout the procurement process.

### Essential Duties

- Responsible for developing documents required for the solicitation of small and intermediate goods and services.
- Conducts contract administration and compliance including, but not limited to, tracking of insurances, bonds, certifications, and expiration dates.
- Updates the Agency's contract management database, to monitor small business and local business requirements; invoicing amounts; contingency/work order/task authorization amounts; contract capacity; expiration dates.
- Act as the liaison of the department, working with staff to ensure completion and filing of the Contract Performance Evaluations of all GMX contracts.
- Performs contract audits and report findings.
- Manages the requisition/purchase order process to comply with the Agency's policies and procedures.
- Maintains the Agency's vendors database in the enterprise resource planning system.
- Maintains data and prepares reports for both internal and external use, including monthly standing reports for Board and Committee meetings, annual external financial audits, and the Florida Transportation Commission.
- Reviews and processes Local Business Applications in compliance with the Agency's Local Business Participation Policy.
- Maintains and updates the list of GMX Certified Local Businesses.
- Assists with the Agency's economic development and Small/Local Business efforts, including attending events.
- Prepare and assist with the preparation of supplemental agreements.
- Perform and assist in all aspects of the department including but not limited to preparing various procurement documents, determining appropriate adversities in the publication of procurements, and setting up/maintaining electronic and hard copy files of all procurements and contracts.
- Attends meetings, trade shows, conferences, conventions, and seminars to network with people in other procurement professions.

- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine the need for changes.
- Monitors changes affecting supply and demand, tracking market conditions, price trends, or futures markets.
- Researches and evaluates suppliers, based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- Performs related work and special projects as required.

### **Required Knowledge, Skills & Abilities**

- Moderate knowledge of public procurement methods, practices, and procedures.
- Extensive knowledge of Tyler technologies: MUNIS – the Agency's Financial system.
- Strong interpersonal and communication skills.
- Self-motivated.
- Strong customer service skills, including conflict resolution and problem-solving.
- Ability to analyze, resolve, problems and recommend solutions in a professional manner by exercising good judgment and tact.
- Ability to multi-task effectively.
- Ability to communicate clearly and concisely, both orally and in writing to groups, as well as individuals.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the Code of Ethics.

### **Required Education & Experience**

- Bachelor's degree in Finance, Business Administration, Public Administration, Construction Management, or a closely related field,
- Minimum of five (5) years in contract administration and/or procuring goods and services.
- May combine Education and a minimum of 3 years of experience.

### **Special Requirements, Licenses & Certifications**

- Valid Driver's License

### **Working Conditions & Required Physical Abilities**

This position is located in a quiet to moderately noisy indoor office environment. Individuals in this type of position must have the use of sensory skills in order to effectively communicate with other employees and the public through use of the telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use of fingers in order to handle, feel or operate objects and write. Must have the physical capabilities to move about the office and to effectively use and operate various items of office related equipment; such as but not limited to personal computer, calculator, copy and fax machines.

Must be able to remain seated at a keyboard or workstation for extended periods. Must be able to lift, carry, and/or push/pull articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of the job.

**Annual Salary Range: \$70,000 - \$85,000**