



JOB TITLE:	<b>PROCUREMENT PROGRAM ANALYST</b>	DIVISION:	<b>DISTRICT - PROCUREMENT</b>
REPORTS TO:	<b>DIRECTOR OF PROCUREMENT</b>	EEO CATEGORY:	<b>02 - PROFESSIONAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under the direction of the Director of Procurement, the Procurement Program Analyst is responsible for the general direction and operations of Procurement related programs to include pCard, Surplus (online auctions), Vendor Management and Outreach and Non-revenue Fleet. Incumbent will also perform procurement spend analytics across District operations and serve as the procurement web content manager. This role is a hybrid of strategic planning and program management requiring a mix of data analysis, cross-departmental partnerships and project management skills. Performs related duties, special projects and provides backup support to procurement personnel as assigned.

### Essential Responsibilities

- Analyzes procurement programs and spend data with the goal of adding value to the organization. Uses data to suggest areas for sourcing improvement, drive sourcing decisions, or to identify areas of potential savings. May assist in negotiating supplier contracts or service agreements, and will provide back up support in these areas, as needed. Engage District stakeholders to develop recommendations for program improvements.
- Manage the following strategic programs including development of goals, content and communications.
  - A. **pCard Program**
    - Under Direction from the Director of Procurement, develop and implement strategic direction for the Program to include spend analysis and revenue generation
    - Develop and monitor program policy and procedure compliance
    - Maintain adequate reporting / control measures
    - Initiate and coordinate program audits
    - Develop and implement comprehensive training program
    - Oversee program support and documentation



#### **B. Surplus Program**

- Under Direction from the Director of Procurement, develop and implement Program policies and procedures
- Serves as the Department representative on the District’s Transit Asset Management Program
- Work with departments to identify, post and monitor online auctions
- Track auction revenue and develop strategies to increase returns
- Responsible for documentation of fixed assets

#### **C. Vendor Management and Outreach Program**

- Assist in planning, organizing and implementing an outreach program on “How to Do Business with GGBHTD”
- Acts as Procurement liaison to DBE Program Analyst and helps develop strategies to increase vendor participation
- Serves as point of contact for new vendors
- Manages the District’s vendor registration system and updates and coordinates record changes
- Develops and implements survey program to solicit feedback from District vendors

#### **D. Non-Revenue Fleet Program**

- Develops and monitors procedure and compliance for the District’s fleet of non-revenue vehicles
  - Monitors and tracks DMV registration and coordinates with any outsourced contractors
  - Maintains the 24-hour usage reports and taxable benefits tracking
  - Prepares and distributes Fleet usage and fuel reports
  - Makes recommendations for efficient quantity and placement of vehicles
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- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
  - Responsible for managing other programs as they are developed.
  - Regular and reliable attendance and performance is required.

### **Required Knowledge, Skills and Abilities**

#### **Working knowledge of:**

- Standard public purchasing principles, procedures and practices
- Basic accounting and budgeting
- Government purchasing card programs policies and procedures



### **Ability to:**

- Effectively manage and maintain multiple projects and all aspects of project delivery including leading and directing multi-departmental teams
- Apply analytical skills to a diverse set of program issues
- Effectively lead and manage organizational change
- Organize work, set priorities and meet critical deadlines
- Use computers and appropriate application software to analyze and report on program responsibilities
- Apply independent judgment and work with minimal supervision
- Communicate effectively both orally and in writing and demonstrates strong presentation skills

## **Minimum Qualifications**

### **Education and/or experience requirements:**

- Bachelor's degree in Procurement, Supply Chain Management, Business, or a closely related field. Additional qualifying experience on a year-per-year basis may be substituted in lieu of degree
- Four years' recent progressively responsible position-related experience in Procurement, Project Management, Supply Chain Management or Finance
- Experience leading programs and projects in a public sector environment is highly desirable

### **License(s):**

- Project Management Professional (PMP), Certified Professional in Supply Management (CPSM), Certified Purchasing Manager (C.P.M.), Certified Purchasing Card Professional (CPCP) or equivalent preferred
- A current, valid California driver's license and satisfactory driving record desired

### **Physical Requirements:**

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.