



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Sourcing Analyst**
Job Family: **Finance**
Prepared/Revised Date: **August 8, 2023**

FLSA Status: **Exempt**
Pay Range: **FN75Y**
Job Code: **51007**

SUMMARY: This position reports to the Procurement and Contracts Manager and is responsible for all aspects of the purchasing and contracting process, in alignment with government and District policies and procedures. This includes, but is not limited to, vendor relations, formal solicitations, negotiation of agreements, collaboration with other teams and staff, and full knowledge of financial, procurement, and contracting systems utilized by the District. In addition, this position is responsible for research and analyses of District spend and the identification of patterns and areas where the District may leverage greater purchasing power to better meet need and support end users, while ensuring all policies and procedures are addressed. The Sourcing Analyst is expected to be able to proficiently carry out all Finance Technician (Sourcing) job tasks in addition to the unique duties and responsibilities of this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Research and analyze trends in district-wide spending patterns to identify opportunities to leverage purchasing power and ensure administrative guidelines, procedures, and other materials address and support the unique needs of the district. When deemed appropriate, serve as the project manager for District-wide solicitations.	D	15%
2. Evaluate requests for purchase of supplies, equipment and services to determine appropriate procurement method. Apply independent critical and analytical thinking skills and judgement to ensure documentation to support vendor selection and pricing is complete, accurate, and complies with District Procurement Policies, Administrative Guidelines, and procedures.	D	15%
3. Solicit, analyze, and evaluate quotes, bids, and proposals. Assist project managers in answering questions and clarifying requirements for potential proposers/bidders. Develop pre-negotiation strategy and position. Assist in preparation, coordination, and collection of data for bid specifications, invitations to bid (IFB), bid awards, pricing agreements and requests for proposals (RFPs). Lead and manage solicitation evaluation teams, award selected vendors, negotiate contracts, and issue related purchase orders. Serve as a liaison between suppliers and end-users as necessary to ensure purchases are ordered, delivered, and invoiced at the quoted amounts and in accordance with contract terms and conditions.	D	15%
4. Review, edit, and negotiate contract terms for various goods and services in accordance with district policy and the established procedural requirements. Help to manage the vendor database through all aspects of onboarding and maintaining vendor data and documentation.	D	15%
5. Maintain an in-depth understanding of the various business systems utilized by procurement, contracting, and other relevant financial and District systems and related internal procedures to identify opportunities to streamline and enhance processes, increase the robustness of internal controls, and gain efficiencies.	D	10%



6. Review account codes to ensure accurate coding in accordance with the Colorado Department of Education Chart of Accounts. Assign workflows necessary to route purchase requests to obtain additional required review and approvals. Maintain purchasing records as required by auditors and department procedures.	D	3%
7. Attend work and arrive in a timely manner.	D	1%
8. Assume a leadership role on District project teams. Prepare and present periodic reports and provide support throughout the procurement and contract lifecycle. Prepare a wide variety of written materials (e.g., award letters, justification memorandums bid packages, contract documents, stop notices, Board agenda items, change orders, recommendation for action, etc.) for the purposes of providing documentation for reference to others, following-up, initiating the bid process, providing historical records of projects for future reference, and/or addressing regulatory requirements. Maintain purchasing records as required by the Colorado State Archives Records Management Manual for school districts.	W	10%
9. Maintain expertise in public procurement-related and contracting laws, rules, regulation, policies, and procedures.	W	2%
10. Develop and contribute to process improvement for procurement strategies and contracting, along with leadership, to optimize purchasing and contracting across the District. Assist with review, revision and implementation of department policies and procedures, documents, and forms.	M	10%
11. Assist end-users and legal and policy counsel to monitor supplier performance and identify, review, and resolve supplier performance issues.	M	3%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in business, accounting, finance, supply chain, computer information systems or related field
- At least three (3) years of procurement or purchasing-related experience in a related position/s, preferably in the public sector
- At least one (1) year of contracting experience, preferably in the public sector
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Certified Professional Public Buyer (CPPB), Certified Public Purchasing Official (CPPO), or Certified Professional in Supply Management (CPSM), Certified Commercial Contract Manager (CCCM), certification or similar certification preferred or required within five years of hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Strong critical thinking and problem-solving skills
- Excellent organization skills with great attention to detail
- Ability to understand and exercise independent judgment within the context of established laws, policies, rules, and regulations
- Ability to meet deadlines in a high volume office
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence



- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Windows Suite, Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Procurement and Contracts Manager	
Direct reports:	This job has no direct supervisory responsibilities	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	