



Job Description

TITLE: Contract Analyst	JOB CODE: 3340
DEPARTMENT: Central Purchasing	FLSA: Non-Exempt
PREPARED: January 2012	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under general supervision, coordinates the bid or Request for Proposal process. Provides a broad range of administrative support to the department manager and department staff; assists in training new support staff; assigns and reviews work for other support staff. Coordinates activities with other departments; gathers information and prepares documentation; responds to basic questions about department operations and programs; ensures effective communication with other agencies and functions.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Drafts bid or proposal documents when required.
- Issues all bid and proposal numbers and documents.
- Seeks prospective suppliers/contractors for requested goods, services, or construction projects to create bidder/offeror lists.
- Emails or mails Invitation to Bid or Request for Proposals to prospective suppliers/contractors.
- Prepares construction bid packages; drafts construction contracts.
- Schedules and attends Pre-Bid/Proposal Conferences, Bid Openings, and Proposal Closings.
- Reviews bid and proposal documents before advertisement; ensures advertisement is published both online and in the local newspaper; reviews bids received, supplies using departments with bid/proposal reports.
- Notifies Evaluation Committee Members of selection; coordinates meetings for Evaluation Committee Members.
- Coordinates with vendors after the award of a Bid/Proposal to obtain contracts and other required information.
- Ensures State funding requirements are followed.
- Maintains Central Purchasing 'Bid/Proposal' web page; prepares and uploads documents.
- Notifies departments when contracts are to expire and attempts to renew existing bid/proposal contracts for additional terms; keeps appropriate documentation for renewals; keeps a list of all bid/proposal renewals.
- Verifies pricing on existing bid/proposal contracts.
- Creates Pricing Abstracts and Departmental Spreadsheets in regards to bids, proposals and warehouse inventory/purchasing tendencies.
- Collects statistical data and compiles data for reports; updates and assures the accuracy of data bases; creates management reports.
- Researches files and computer databases; assures all administrative actions are in compliance with County policy, procedures and guidelines.
- Types, edits and prepares correspondence, memoranda, letters, legal documents, information packets and other communications; responds to routine letters and composes general correspondence as directed.
- Answers phones and determines nature of calls; routes calls to appropriate individuals, offices, or departments to handle inquiries and complaints; takes and delivers messages.
- Arranges for the purchasing of materials, office supplies, equipment, property, and services upon requests from other departments.
- Issues purchase orders; calls orders in to vendors.
- Keeps necessary records.
- Performs other duties as assigned.

Required Knowledge and Skills:

- Knowledge of County organization, operations, procurement policies and procedures.

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Contract Analyst

- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of a variety of computer software applications including Microsoft Office.
- Knowledge of County accounting and budgeting systems.
- Knowledge of the basic principles of record keeping and records management.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in coordinating calendars, appointments, room assignments and similar activities.
- Skill in researching, compiling and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer and standard business software.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

Education and Experience

- High School diploma GED equivalent and three (3) years of purchasing experience. Bachelor's degree preferred; public sector purchasing experience preferred; or, a combination of education and experience adequate to successfully accomplish essential job functions.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____