



## Alameda Contra Costa Transit District Classification Specification

Exhibit- A

### Procurement and Materials Analyst - **DRAFT**

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution Number
TBD	Exempt	EEO4-Professional	AFSME	06	06/22/2022	22-025

**DEFINITION:** Under general direction, updates, maintains, and provides reports from the District's procurement and materials systems, electronic parts and maintenance manuals, and related catalog information in the District's purchasing, materials, and maintenance systems for buses, major components, and facilities plant and equipment. This position coordinates the administration of materials management and purchasing activities.

This classification is distinguished from other analyst classifications by the level of specialization and focus of the assigned duties and activities.

### **REPRESENTATIVE FUNCTIONS** may include, but are not limited to the following:

- Administers the procurement and materials management systems, develops methods and procedures for ensuring accurate and timely data; coordinates the development and implementation of automated, manual, and ad-hoc reports.
- Ensures the accuracy, integrity, and timely update of procurement and materials reports.
- Prepares, administers, monitors, and ensures compliance with the reporting for materials management, inventory, and departmental operations.
- Coordinates, monitors and supports regular inventory counts in collaboration with materials and purchasing staff; evaluates results and reconciles with automated record systems.
- Develops detailed forecasting of standard purchases.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports of study conclusions.
- Identifies and resolves problems and inconsistencies with data, performs data analysis, and prepares and generates various required reports. Develops and standardizes procedures and methods to improve data for procurement processes and minimize service/materials/product costs.
- Attends meetings, conferences, workshops, and training sessions; and reviews publications and related material to become and remain current on principles, practices, and new developments in assigned work areas.
- Supports the administration and data collection of the Department's Simplified Acquisition Programs.
- Confers and coordinates with District staff on a wide variety of analyses and planning issues related to material availability and product improvements; provides technical assistance regarding product specifications; ensures conformance with District rules and regulatory standards.
- Reviews service bulletins and updated information from manufacturers in order to update parts catalogs.
- Contacts vendors to obtain product information; expedites delivery, as required.
- Analyzes and reviews historical data to provide purchasing trends, workload forecasts or funding needs.
- Manages receipts in Warehouse Management system for product orders requiring secondary processes.
- Works collaboratively with the District IT and Project Controls departments to ensure proper data governance and rules.
- Assists with department budget preparation; assists in research and data consolidation for budget forecasting.
- Participates in special projects and studies as assigned; conducts research and prepares and presents findings and recommendations; assists in formulating standard practices and procedures.
- Performs additional duties as required.

### **MINIMUM QUALIFICATIONS:**

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## Procurement and Materials Analyst



**Knowledge of: Microsoft Excel and basic data organizing functions.** Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures; analytical processes and project and/or program management including, purchasing, contracts, materials and inventory management, and other related programs areas; research and reporting methods, techniques, and procedures; statistical analyses and various methods of presentation of data and recommendations; administrative principles and methods, including goal setting, planning, program development and implementation; recordkeeping principles and procedures; modern equipment and communication tools used for business functions and program, project, and task coordination; computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation. Intermediate to advanced knowledge of data visualization and spreadsheet software; techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and District staff.

**Ability to:** Coordinate and oversee programmatic activities such as purchasing, inventory and materials management; conduct research on a wide variety of administrative topics including contract feasibility, budget proposals, and operational alternatives; analyze, interpret, draw conclusions, summarize, and present administrative and technical information and data in an effective manner; evaluate and develop improvements in operations, procedures, policies, or methods; devise methods and procedures for obtaining a variety of data; gain cooperation through discussion and persuasion; prepare clear, concise, and complete reports and other written material; maintain accurate records and files; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks; communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education:** Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business administration, public administration, economics or a closely related field. Additional years of experience may be substituted for required education on a year-for-year basis.

**Experience:** Three (3) years of increasingly responsible professional experience in the operation, maintenance and/or management of an inventory management system for materials, supplies, and/or equipment at a level equivalent to the District's Assistant Buyer or Inventory Control Clerk classifications.

**Special Requirement:** Must be willing to: (1) work outside regular business hours, including evenings and weekends, as required (2) travel to various locations as needed.

**Physical Requirements:** (1) Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; (2) must maintain mobility in order to safely travel various meeting sites and locations as needed (3) occasionally lift and transport objects weighing up to thirty (30) pounds.