



# Purchasing Analyst - Facilities & Real Estate Development (Construction)

## J o b D e s c r i p t i o n

### ORGANIZATION

Company:	Central Health
Department:	TCHD Procurement

### POSITION INFORMATION

Job Description Name:	Purchasing Analyst - Facilities & Real Estate Development (Construction)
Position:	Purchasing Analyst - Facilities & Real Estate Development (Construction)
Reports To:	Procurement Manager
Role Is:	Hybrid = Individuals in this position may work both at an approved off-site location and onsite at a primary location or multiple locations based on business needs.

### POSITION PROFILE

Effective Date:	7/8/2024
Job Code:	TCHD-539
Exemption Status:	Exempt
EEO-4 Category:	Professionals
Position Type:	Administrative
Supervisory Role:	No
Compensation	Band 4 - Non Management Exempt

### JOB SUMMARY

Under minimal direction, this position performs procurement functions in compliance with policies, procedures and applicable State and Federal rules and regulations. With minimal supervision allowing for independent judgement and action, the Purchasing Analyst acts as a liaison between department leaders to meet organizational priorities and procures equipment, supplies and services at the best value possible for assigned departments or functions. This role prepares informal bids and formal solicitations within established purchasing procedures and applicable laws, reviews departmental requests, communicates with vendors, manages process from planning to execution of contract.

### JOB FUNCTIONS

#### Essential Functions

- Plans, develops and awards complex solicitations and contract awards to support assigned business leader's strategy and operational needs.
- Develops and implements informal and formal solicitations based on policy guidance and business needs, including every phase of planning and development of procurements and assists with moderately complex solicitations in key areas.
- Develops and implements Historically Underutilized Business (HUB) vendor outreach and education.
- Provides information and assistance to staff regarding purchasing procedures, purchase order/bid status updates and contract status.
- Creates, manages and maintains database and documentation, including reviewing for conformity to negotiated rates, rules and regulations.
- Reviews and approves purchase orders, solicits bid proposals and reviews requisitions for goods and services purchased for the Facilities and Real Estate Development (Construction) teams.
- Research, interview and negotiate with suppliers to obtain prices and specifications. Places orders against existing contracts or approved requisitions.
- Coordinates and manages pre-bid conferences with vendors. Posts public notices as applicable.
- Collaborate with project sponsors and business owners to guarantee projects and requests align with customer and/or departmental strategies and goals. Meet with customers and technical teams to understand, identify, and

## Essential Functions

define business needs. Compiles data for, and prepares Contract, Procurement and HUB Utilization reports for Executive Management and the Board of Managers.

Implements records management practices for assigned area(s) according to policy and procedure and maintains assigned files and records.

Partners with the Facilities and Real Estate Development teams to ensure the most appropriate means of Purchase is utilized to ensure accuracy and contract optimization.

Performs other duties as assigned.

## Patient Care Responsibilities

X No Patient Care

## QUALIFICATIONS

### Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or equivalent	or equivalent	Required	
Bachelor's Degree	in a related field from an accredited college or university	Preferred	

### Work Experience

Experience	Experience Details	Required/ Preferred	
2 years	of procurement experience, to include: <ul style="list-style-type: none"> <li>• Development and review of specifications</li> <li>• Development and review of scopes of work</li> <li>• Identification and selection of procurement methods</li> <li>• Issuance of purchase orders against existing cooperative or company group purchasing contracts</li> <li>• Identification and preparation of evaluation criteria</li> <li>• Preparation and advertising of solicitation documents</li> <li>• Negotiation of proposals</li> </ul>	Required	and
	Experience working with customers and stakeholders to perform business needs assessments	Required	
2 years	of complex procurement experience in governmental procurement, including technical or specialized purchasing such as technology, construction or health care services, with three (3) years being consecutive	Preferred	

### Knowledge, Skills and Abilities

KSAs	Proficiency
<b>Knowledge of:</b>	
Principles and practices of public sector purchasing.	Medium
<b>Skill in:</b>	
Writing specification and scope of work to ensure business needs are achieved.	Medium
Evaluating bids and proposals.	Medium
Thinking critically using logic and analysis to identify strengths and weaknesses of different approaches.	Medium
Utilizing computer-based purchasing applications (Bid Sync).	
Researching equipment, vendors and other information as relates to purchasing.	Medium
Listening to internal and external customers and ascertaining appropriate information.	Medium
Effectively communicating information and ideas both verbally and in writing.	High

## Knowledge, Skills and Abilities

KSAs	Proficiency
Organization and time management.	
<b>Ability to:</b>	
Develop complex solicitation documents to procure necessary goods and services.	Medium
Correctly follow established statutes, rules, processes and procedures.	
Manage a heavy workload and meet deadlines, as required.	Medium
Evaluate contracts and recommend future status.	Medium
Strong attention to detail.	High

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
	Professional certification as a professional buyer or public purchasing officer by a national purchasing organization		Preferred
	Texas Driver's License and automobile liability insurance coverage on personal vehicle utilized for work-related purposes		Preferred

## PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support
----------------------------	-----------------------------------

## Physical Demands

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## Working Environment

While performing the duties of this job, the associate is required to work within the selected working environments.

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

## Travel Requirements

Estimated Amount	Brief Description
20%	Occasional jobsite visits. Must be able to drive to remote locations throughout Travis County, wear PPE, withstand environmental changes like dust/cold/heat, and walk or stand for extended periods of time.