

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Business Analyst I	C	4	1	Exempt
POSITION TITLE:	Contracts/Procurement Analyst		POSITION#:	
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)	Date:	June 21, 2021		
SERVICE TYPE:	AFSCME			
Employee Name:		Department:	Financial Services	Supervisor: Controller
FTE: 1.0		Employment Status:	Regular Full Time	

Position Summary:

Responsible for issuing and processing the County's Contracts. Utilize standardized templates or independently develop new templates for approval to meet program/departmental needs. Provide professional expertise and serve as the subject matter expert for procurements, contract development, and negotiations. May negotiate contract terms with guidance from County Counsel, Department Directors, or Program Managers and will conduct and oversee intermediate/informal and formal procurements and complex proposals of a non-routine nature. Procurement work is varied and sometimes complex requiring knowledge of many different and unrelated processes and methods. This position works independently to ensure compliance with and interpretation of purchasing guidelines, policies, procedures and best practices with specialty projects, including grant, state, and federal funding.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Contract Administration Essential Duties: <ul style="list-style-type: none"> • Support the negotiation of contracts and amendments and consult with County Counsel to facilitate clarification of legal issues and the approval of contract or agreement language • Coordinate and oversee contract review and approval process, sometimes between multiple managers • Evaluate standard or routine terms and conditions associated with contracts, agreements or other documents requiring County acceptance of terms and conditions • Independently determine appropriate contracting method and issue contract documents using approved templates or create template for program's specific need. . • Utilize knowledge of contract elements to assist departments in analyzing statements of work, deliverables, and contract language to strengthen overall agreement and identify potential risks to standard or routine contracts. • Assure agreements are entered into the County's electronic Contracts database (MUNIS) and provide routine maintenance to the system to ensure data integrity. • Assure contract compliance issues are met by Contactors including, receipt of insurance certificates and licensures. • Manage and communicate contract information to all involved including: County Counsel, accounting staff, Human Resources, department directors, etc... • Evaluate and recommend changes in contract procedures and practices. • Facilitate County-wide price agreements and emergency contracts. 	60%
2	MFA: Solicitation and Procurement Essential Duties: <ul style="list-style-type: none"> • Develop, conduct and manage solicitation methods, including Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and invitation to bid (ITB) from initiation through award • Provide procurement expertise to program staff as they plan to procure contracted services. • Administer and facilitate solicitation processes to ensure the integrity of all aspects of the process. 	35%

	<ul style="list-style-type: none"> • Conduct technical market and sourcing research and identify potential sources and suppliers. • Determine responsiveness of offers. • Guide departments in reviewing Invitation to Bid responses and bid tabulations. • Guide evaluation committees in RFP process and scoring. • Communicate solicitation results and award procurement contracts. • Maintains all procurement related documents in a uniform manner as established by the department and in accordance with document retention schedules. 	
3	MFA: Special Projects Essential Duties: <ul style="list-style-type: none"> • Create and implement contract and procurement trainings to improve knowledge among County staff • Produce Ad-hoc reports as requested • Lead the Contract renewal process each year and provide directors and managers the necessary reports for use and feedback 	5%
	And other duties as assigned.	
Percentages should total 100%		100%

Special Requirements:

<p>Possession of or ability to obtain within one year, one of the following certifications:</p> <ul style="list-style-type: none"> • Oregon Procurement Basic Certification (OPBC) • Oregon Procurement Advanced Certification (OPAC) • Certified Public Procurement Officer (CPPO) • Certified Professional Public Buyer (CPPB) • Or similar certification from a nationally recognized procurement training program

Physical Requirements:

<p>Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.