



City of Carmel Purchasing Analyst

SALARY	\$77,894.00 - \$93,471.00 Annually	LOCATION	Carmel City Hall, IN
JOB TYPE	Full Time	DEPARTMENT	Finance
OPENING DATE	03/20/2024	CLOSING DATE	4/3/2024 11:59 PM Eastern

Position Summary

This position is responsible for analyzing and managing the procurement process of the city to ensure that all purchases are made according to the guidelines and standards. This position will focus on finding savings on purchases for the City including negotiation and management of all purchasing functions of the City. This job requires strong analytical skills and attention to detail, as well as excellent communication and problem-solving abilities.

Essential Job Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates all major City purchases; assists with development of specifications; solicits written quotes from vendors; negotiates terms, records and compares quotes. Sends details to applicable department for purchase order completion.
- Analyze and manage the procurement process to ensure that it is efficient, effective, and compliant with applicable policies and procedures.
- Assists in the development and preparation of requests for proposals (RFPs) and contracts and reviews and analyzes data within all received RFPs and arranges for publication as required by law.
- Responsible for creating and updating purchasing policies and procedures in coordination with the Law Department to ensure compliance with applicable state and federal laws, codes, rules and regulations.
- Responsible for ensuring that appropriate staff is trained on all purchasing policies and procedures.
- Develop and maintain relationships with suppliers and manage supplier performance.
- Reviews incoming shipments and verifies invoices against orders, coordinates distribution of equipment and supplies and initiates payment process with departments.
- Ensures that new vehicles are properly equipped and in compliance with City guidelines, coordinates disposition of trade-in vehicles.
- Tracks savings of purchases and analyzes impact on applicable departments and budgets.
- Assists departments in preparing annual budget figures for applicable purchases.
- Coordinate with the Law Department to get all purchasing contracts reviewed and approved.
- Identify and resolve purchasing issues or discrepancies and escalate as necessary.

Non-essential Job Functions:

- Performs other related duties as required.

Knowledge, Skills & Abilities

- Ability to positively promote the image of the city to employees and prospective employees.
- Ability to coordinate, review, classify, prioritize and analyze data.
- Ability to utilize a wide variety of reference, descriptive, advisory and design data and information to make sound professional and managerial decisions.
- Ability to manage or coordinate multiple tasks or activities simultaneously.
- Ability to review and negotiate contract details and terms.
- Ability to set priorities and to meet deadlines.
- Ability to exercise discretion in identifying and selecting from alternative courses of action.
- Ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.
- Ability to inform and guide others by applying professional principles of instruction.
- Ability to communicate effectively on an individual or group basis and in public meetings; includes ability to speak and write clearly.
- Ability to perform addition, subtraction, multiplication and division, and to calculate decimals and percentages; ability to utilize basic statistical principles and to perform mathematical operations involving basic algebraic principles and formulas.
- Ability to operate a personal computer utilizing word processing, spreadsheet, database management, internet and other software applications as may be necessary to perform essential job functions.
- Ability to drive a motor vehicle to conduct work activities.
- Ability to exert moderate physical effort, which may involve the lifting, carrying, pushing and pulling of objects and materials weighing 11-20 pounds.
- Ability to work at desk or keyboard for extended periods of time.

Qualifications Required to Perform Essential Job Functions

- Bachelor's degree in business administration or related field;
- At least five years' experience in purchasing or supply chain management;
- Must have strong analytical skills and attention to detail;
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Must possess and maintain a valid Indiana driver's license.

The City of Carmel, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.

Agency

City of Carmel

Address

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Carmel, Indiana, 46032

Phone

317-571-2465

Website

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