Position Summary

The Information Technology (IT) Purchasing Analyst is responsible for identifying and screening Information about technology suppliers, helping to negotiating terms and conditions favorable to Saint Paul Public Schools (SPPS), driving improved supplier service levels, minimizing risk while improving SPPS business results, standardizing and automating business and IT purchasing best practices and processes.

Reporting Relationship

Report to the Deputy Chief, Technology Services.

Responsibilities
The essential functions include, but are not limited to, the following fundamental duties:

- Establishes Technology Services purchasing procedures and ensures compliance.
- Purchases Information Technology services, supplies, equipments and other related products, as needed, using the appropriate established purchasing procedures.
- Prepares annual cost estimates for services and equipment to be ordered; analyzes support agreements to identify and recommend refresh cycles.
- Develops contracts for goods and services in conjunction with the District's Purchasing Department. Monitors contracts for compliance, renewal dates and vendor performance.
- Negotiates favorable contractual terms and conditions for SPPS with suppliers.
- Investigates incorrect or late orders and initiates corrective action or recommendations for action; negotiates adjustments, credits, returns, specifications and/or prices changes
- Determines supplier's capacity and ability to meet quality standards, specifications and delivery schedules; establishes and seeks alternative sources of products
- Researches and analyzes current product market, stays abreast of current market, as well as, lifecycle of existing standards.
- Builds strong relationships with software publisher partners, fostering collaboration and teamwork.
- Perform market research for pricing on available products through normal channels.
- Delivers on cost reduction commitments through the identification, development and execution of strategic IT sourcing initiatives.
- Develops and implements efficiencies, standardized tools, practices and procedures shortening the quotation, Request for Proposal (RFP) and decision making and evaluation time.
- Leads development and execution of a performance driven supplier management process resulting in structured feedback.
- Develops implements and maintains IT purchasing strategy and recommends. Facilitate review on a regular basis to ensure relevance and conformance with best practices and ensure compliance with internal and regulatory policies.
- Establishes Total Cost of Ownership (TCO) practices and reinforces through regular benchmarking, periodic RFP's, and supplier performance metrics reporting.

**INFORMATION TECHNOLOGY
PURCHASING ANALYST**

Responsibilities (continued)

- Participates in Standards meetings, business reviews with primary vendors, meetings with primary VAR, Software Asset Management meetings, and any other meetings as requested by the Deputy Chief, Technology Services.
- Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities

- Self starter with excellent business/financial acumen, proficient working with cross-functional teams, including demonstrated motivation, influence, and the ability to drive change across all levels of the organization.
- Excellent negotiation skills.
- Excellent leadership skills including clearly demonstrated market perspective and understanding of factors impacting businesses and their suppliers.
- Excellent supplier management skills including demonstrated ability to develop and manage business driven supplier relationships.
- Ability to successfully managing risk.
- Possess solid computer skills (proficient in Word, Excel, PowerPoint and Visio).
- Knowledge of an Enterprise Resource Planning (ERP) system.

Minimum Qualifications

- Bachelor's degree in business, purchasing or related field.
- Five years of professional IT experience with three years in an IT Procurement strategy role.

Preferred Qualifications

- Advanced degree.
- Experience with Service Level Agreement negotiations with Vendor.
- Experience with Equipment Lease negotiations and contracts.
- IT Hardware and Desktop Software Purchasing 2-4 Years.
- Microsoft Office Suite of Products 2-4 Years.
- Negotiate Purchases 2-4 Years.
- Minimum of 4-7 years of leadership experience in procurement, setting procurement strategies, driving cost savings and improving terms and conditions.