

**GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT**

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Purchase Order Analyst

LOCATION: St. Thomas/St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: Until Filled

Starting Salary: \$34,940.00 **GRADE:** GS-11

Union: Non-Union

**** Please note this position federally funded and is subject to the availability of funds. ****

DESCRIPTION

The Purchasing Order Analyst is responsible for researching purchases, the analysis of outstanding purchase orders and the processing of daily purchase orders. This employee reports to the Director of Procurement. Work is reviewed for efficiency and effectiveness by the supervisor.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Maintain documentation of outstanding open purchase orders which includes remaining balances, conversations and program identification
- Provide reports on all purchase orders created and issued
- Analyze Outstanding Purchase Order Report on a continuous basis to ensure prompt vendor payment
- Ensure contact is made with all vendors on purchase orders created and issued to confirm receipt of purchase orders and the estimated time of delivery of goods and or service
- Ensure all contact with vendors are documented
- Ensure that purchase orders are liquidated timely
- Establish and maintain needed records and files
- Recommends changes in procedures, methods and policy for improved efficiency in procurement techniques;
- Maintain liaison with vendors and the purchasing agent on prices, errors, and complaints on delivery
- Prepares routine and technical correspondence;
- Display the highest ethical and professional behavior in working with staff, vendors and outside agencies associated with the purchases
- Perform related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern purchasing principles and practices;
- Knowledge of insular laws and regulations governing public procurement;
- Knowledge of the equipment and material needs of the department and of the standards and specifications desired by the department;
- Knowledge of the principles, practices and techniques of office management;
- Knowledge of price and market trends;
- Ability to interpret, apply and explain departmental and governmental policies, rules and regulations relating to procurement and property;
- Ability to prepare comprehensive activity reports;
- Ability to assign work and to supervise staff of clerical, technical and supervisory personnel;
- Considerable knowledge of Microsoft Office (Word and Excel)
- Excellent written and oral communication skills;
- Ability to work harmoniously and effectively with all those contacted during the course of work;
- Ability to exercise sound, independent judgment in carrying out functions of the position.

FACTOR 2-SUPERVISORY CONTROLS

Works under the general supervision of the Director. Work is reviewed through purchase order reports that are created and issued. The employee is given wide latitude in carrying out duties and responsibilities.

FACTOR 3-GUIDELINES

Guidelines include insular laws and regulations governing public procurement and modern purchasing principles and practices.

FACTOR 4-COMPLEXITY

Maintain documentation of outstanding open purchase orders which includes remaining balances, conversations and program identification. Work involves Analysis of Outstanding Purchase Order Report on a continuous basis to ensure prompt vendor payment.

FACTOR 5- SCOPE AND EFFECT

The purpose of the work is to ensure contact is made with all vendors on purchase orders created and issued to confirm receipt of purchase orders and the estimated time of delivery of goods and or service.

FACTOR 6- PERSONAL CONTACTS

Staff, Vendors, other government departments and the general public.

FACTOR 7- PURPOSE OF CONTACTS

To work harmoniously and effectively in communicating and executing purchase orders.

FACTOR 8- PHYSICAL DEMANDS

Works in sedentary, but some walking and standing is required.

FACTOR 9- WORK ENVIRONMENT

Works in an air conditioned office, but incumbent is subject to varying environments during visits to vendors and other agencies.

EDUCATION AND EXPERIENCE

- Graduation from a recognized college or university with major work in Business Administration or a closely related field and two (2) years of responsible administrative experience.

No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

******DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. ******

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
