

Class Concept

Work in this class involves administering a major, specialized purchase and contract function within the State IT Procurement Office who has responsibility for all information technology purchasing services. Work involves writing specifications for invitations for bids; evaluating bids and recommending award to vendors; establishing and maintaining contracts; resolving contract disputes; monitoring vendor performance; and interpreting laws and policies to agency personnel and vendors.

Recruitment Standards

Knowledge, Skills, and Abilities

- Experience working collaboratively with individuals and groups from a wide variety of backgrounds and organization levels, to incorporate their ideas, adapt to their needs, and to form consensus in appropriate situations.
- Experience working in a large, complex organization (e.g., ability to operate independently and under pressure, to perform multiple concurrent tasks and responsibilities, and to deal with changing priorities, while maintaining personal effectiveness).
- Experience in building strategic working relationships.
- Demonstrated organization skills, including meeting facilitation and decision making.
- Knowledge and skill to apply guideline material by reading and interpreting procurement regulations and technical material, and translating the guidance into specific actions, e.g., assisting in the preparation of solicitation documents.
- Knowledge of report writing techniques to present factual information clearly, to write procurement memoranda and minutes of meetings, and to draft simple contract provisions and supporting documentation.
- Skill in dealing with others in a work relationship to present information orally and to accomplish a given purpose.
- Demonstrated ability to think and act strategically.

Minimum Education and Experience

Bachelor's degree in Business or related area from an appropriately accredited institution and four years of progressively responsible experience in the area of procurement and contract administration related to the solicitation, negotiation and award of contracts, preferably in information technology and/or public sector environments; or an equivalent combination of education and experience.