

## **IT CONTRACT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for monitoring and coordinating IT contracts and quotes, monitoring and reconciling departmental revenues and expenditures, compiling budget data, preparing reports, and vendor communication. This work is primarily financial/statistical in nature but requires a complete understanding of the operating plans and activities of IT contracts. The work is performed under the general supervision of the Chief Information Officer, Assistant Director of Information Technology, or the Senior IT Contract Coordinator with leeway allowed for the use of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Has responsibility for contract management by reviewing contract terms, requesting vendor quotes and reviewing with the Assistant Director of Information Technology, or the Senior IT Contract Coordinator for accuracy and completeness;

Provides statistical and fiscal information for use in departmental reports and management decisions;

Coordinates with other departments to ensure the contracts are accurate, necessary and in compliance with established purchasing rules;

Coordinates between IT staff and Purchasing department regarding the specifications and details of the bids;

Assists in the preparation of BAC (Board of Acquisition & Contract), Purchasing and Legislative requests for large purchases;

Inputs approved purchase requisitions and coordinates the receipt of goods and payment of invoices;

Has responsibility for working with outside agencies to renew agreements with IT;

Compiles data for all expenses and revenues for IT and Print Shop budgets;

Tracks significant changes to the budget and notes reasons for changes;

Requests quotes from vendors for contract estimates and purchases for updating the budget book;

Coordinates contract estimates for all expense lines with department heads;

Projects revenue chargebacks and cost allocation for non-chargeback departments;

Responsibility for the accurate payment of invoices following the rules and guidelines established by Audit;

Creates spreadsheets to calculate projected chargebacks;

## **IT CONTRACT COORDINATOR-CONT'D.**

2

Prepares reports on work orders and progress using statistical data and analysis;  
Prepares monthly status reports on expenses and revenues;  
Reviews documents for accuracy, completeness, processes, and conformity with established procedures;  
Receives payments and prepares journal entries for both internal and external invoices;  
Has responsibility for adding, deleting reconciling and verifying fixed assets and the report of fixed assets;  
Sets up grants/projects and journal entries to transfer revenue to projects;  
Reviews project balances and reconciles with the Chief Information Officer, Assistant Director of IT and/or the Senior IT Contract Coordinator;  
Prepares a variety of reports;  
Performs office clerical duties when required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of computerized records maintenance;  
Good knowledge of modern methods used in record keeping;  
Working knowledge of modern methods used in keeping and checking financial records and accounts;  
Working knowledge of common terms used in the field of Information Technology;  
Ability to prepare and analyze complex financial and statistical records, reports and statements;  
Ability to manage multiple tasks, requirements and deadlines simultaneously;  
Ability to adhere with stringent deadlines;  
Ability to analyze and organize data and prepare accurate records and reports;  
Ability to operate a personal computer;  
Ability to interpret and analyze contracts;  
Ability to perform close, detail work involving considerable visual effort and concentration;  
Ability to deal effectively with people;  
Ability to organize and maintain accurate records and files;  
Ability to understand and interpret complex oral and/or instructions written directions and instructions;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain effective working relationships with a wide variety of people;

## IT CONTRACT COORDINATOR-CONT'D.

3

Good judgment;  
Accuracy.

### MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in public administration, business administration, finance, legal, paralegal, contract management or closely related field and two years of experience that involved either the analysis, preparation and/or reconciliation of accounts, purchasing and/or invoicing, participation in budget preparation, or working with legal documents, contract negotiation, or IT contract management; OR

B) Graduation from high school or possession of an equivalency diplomas and four years of experience that involved either the analysis, preparation, and/or reconciliation of accounts, purchasing and/or invoicing, or working with legal documents, contract negotiation, or IT contract management; OR

C) An equivalent combination of training and experience as defined by the limits of A and B) above.

**NOTE:** Education beyond an Associate's degree in the areas stated may be substituted for the required experience with one year of education being equivalent to one year of experience.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.