

SENIOR IT CONTRACT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees the development and implementation of contracts and quotes for Broome County Information Technology Department. The incumbent develops and administers a wide range of contracts, negotiates, extends, terminates, and renegotiates contracts as appropriate. Serves as principal point of contact with vendors and resellers, monitors existing contracts for compliance to terms and conditions, and takes action as required. Responsibilities also include the supervision of monitoring and reconciling departmental revenues and expenditures, compiling budget data, and preparing reports, and vendor communication. The work is performed under the general supervision of the Chief Information Officer or the Assistant Director of Information Technology with wide leeway allowed for the use of independent judgment. Supervision is exercised over the IT Contract Coordinators. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and manages county-wide technology contracts;
Supervises contract management by reviewing contract renewals, requesting vendor quotes and reviewing with the Chief Information Officer or Assistant Director of Information Technology for accuracy and completeness;
Oversees and substantiates the statistical and fiscal information for use in the departmental reports and management decision;
Serves as a liaison with other departments to ensure the contracts are accurate, necessary, and in compliance with established purchasing rules;
Prepares the BAC (Board of Acquisition and Control), Purchasing, and Legislative requests for large purchases;
Manages, coordinates, and monitors chargebacks for all County departments and outside agencies;
Monitors and enters commodity requisition requests for accuracy, budgeting, and work orders;
Initiates, coordinates, and monitors Vendor Risk Analysis;
Reviews, understands, and interprets complex technology contracts;
Supervises and trains IT Contract Coordinator;
Reviews and approves spreadsheets to calculate projected chargebacks;
Compiles data for all expenses and revenues for IT and Print Shop budgets;
Tracks significant changes to the budget and notes reasons for change;
Requests quotes from vendors for contract estimates and purchases for updating the budget book;

SENIOR IT CONTRACT COORDINATOR-cont'd

Oversees the preparation of monthly status reports on expenses and revenues;
Coordinates contract estimates for all expense lines with department heads;
Reviews contracts for accuracy, completeness, processes, and conformity with established procedures and makes appropriate recommendations;
Oversees the process for adding, deleting reconciling and verifying fixed assets and the report of fixed assets;
Oversees the set up of grants/projects and journal entries to transfer revenue to projects;
Compiles data for and prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of computerized records maintenance;
Thorough knowledge of modern methods used in record keeping;
Good 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 plan and supervise the work of others;
Ability to analyze and organize data and prepare accurate records and reports;
Ability to interpret and analyze contracts;
Ability to perform close, detail work involving considerable visual effort and concentration; Ability to articulate ideas and information effectively;
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; Ability to prepare a variety of reports;
Initiative;
Good judgment;
Accuracy.

SENIOR IT CONTRACT COORDINATOR-cont'd

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree in public administration, business administration, finance, legal, paralegal, contract management or closely related field and one year 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) Possession of an Associate's degree in public administration, business administration, finance, legal, paralegal, contract management or closely related field and three years of experience that involved either the analysis, preparation and/or reconciliation of accounts, purchasing and/or invoicing, participation in budget preparation, working with legal documents, contract negotiation, or IT contract management; OR

C) Graduation from high school or possession of an equivalency diploma and five years of experience that involved either the analysis, preparation and/or reconciliation of accounts, purchasing and/or invoicing, participation in budget preparation, 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).

***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 <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.