

IT PROCUREMENT - CONTRACT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has responsibility for monitoring and coordinating IT contracts and quotes, asset management, assisting in reconciling departmental revenues and expenditures, compiling budget data, preparing reports, and vendor communication. The work is primarily administrative, including evaluating vendors, negotiating contracts and preparing reports (such as orders and cost.) in nature, but requires a complete understanding of the operating plans, asset management, and activities of IT contracts. The work is performed under the general supervision of the Senior IT Contract Coordinator with allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages the procurement of technology products, services, and software for Broome County Information Technology;

Has responsibility for sourcing, purchasing, and negotiating contracts for various Broome County Information Technology needs;

Maintains inventory of computer hardware and peripherals, computer software, including maintenance and repair records;

Works with vendors and internal stakeholders to negotiate contracts for hardware, software, and related services;

Ensures that products purchased are compatible with existing Broome County Information Technology infrastructure and technology standards;

Evaluates vendor proposals and creating a recommendation to management on the preferred options;

Prepares specifications for purchase of computer hardware;

Assists in contract management by reviewing contract renewals, requesting vendor quotes and reviewing with the Sr. IT Contract Coordinator for accuracy and completeness;

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

Assist in coordinating with other departments to ensure the asset and 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;

Assist in preparing BAC (Board of Acquisition & Contract), Purchasing and Legislative requests for large purchases;

Assist in inputting approved purchase requisitions and coordinates the receipt of goods and payment of invoices;

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Assists in compiling data for all expenses and revenues for IT and Print Shop budgets;
Requests quotes from vendors for contract estimates and purchases for updating the budget book;
Coordinates contract estimates for all expense lines with department heads;
Assists in projecting revenue chargebacks and cost allocation for non-chargeback departments;
Assists in maintaining spreadsheets to calculate projected chargebacks;
Prepares reports on work orders and progress using statistical data and analysis;
Prepares monthly status reports on expenses and revenues;
Receives payments and prepares journal entries for both internal and outside 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;
Prepares and maintains a variety of reports;
Performs office clerical duties when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of computer hardware, software and peripherals used throughout the county;
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 give clear and concise oral and written instructions;
Ability to maintain inventory and operational records;
Ability to perform close detail work;
Ability to attention to detail;
Ability to organize and maintain accurate records and files;
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;

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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 articulate ideas and information effectively;
Ability to deal effectively with people;
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 work independently;
Ability to communicate effectively both orally and in writing;
Ability to prepare a variety of reports;
Initiative;

MINIMUM QUALIFICATIONS:

A) Possession of an Associate's Degree in public administration, business administration, finance or closely related field and one year of experience that involved either the analysis, preparation, and/or reconciliation of accounts, purchasing and/or invoicing, or IT contract management, OR;

B) Graduation from high school or possession of an equivalency diploma and and three years of experience that involved either the analysis, preparation, and/or reconciliation of accounts, purchasing and/or invoicing, or IT contract management, OR;

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

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.