

Class Concept

This role is responsible for the development, management and oversight of the strategic sourcing function and supervises contract or strategic sourcing staff that are responsible for reviewing, analyzing, evaluating and approving strategic sourcing initiatives for the State. The incumbent assigns procurement requests and tasks to optimize available strategic resources, utilizes technical writing skills and procurement lifecycle knowledge to review and approve documents, and assists with RFP development to meet the objective of implementing the best practices for strategic sourcing. Extensive contract management, agency management, and vendor management responsibilities to ensure the State's investments are made in the most efficient and cost-effective manner, assists in the development of Statewide IT Procurement Office policies and procedures, and works with legal counsel to resolve outstanding contractual issues.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of State IT purchasing law and policy.
- Thorough knowledge of large-scale purchasing methods and procedures in an IT setting.
- Thorough knowledge of sources of supply, market prices, and product characteristics.
- Ability to plan, assign, and supervise the work of technical and clerical assistants engaged in purchasing.
- Ability to establish and maintain effective working relations with associates, officials, and vendors.
- Strong analytical and problem-solving skills.
- Strong organizational skills with the ability to multitask and prioritize while maintaining close attention to detail.
- Strong verbal and written communication skills, able to facilitate small and large meetings, comfortably present information and recommendations in a clear and comprehensive format.
- Demonstrates a high degree of initiative and the ability to manage deadlines; multi-task; and adapt well to changing priorities.

Minimum Education and Experience

Bachelor's degree in business or related field from an appropriately accredited university and five years of experience in IT or public sector procurement or contracts; or

Associate degree in business or related field from an appropriately accredited university and six years of experience in IT or public sector procurement or contracts; or an equivalent combination of education and experience.