

### Class Concept

Work in this class involves administering a major, specialized purchase and contract function within the State IT Procurement Office which has responsibility for all information technology purchasing services. Work involves reviewing, editing, and making recommendations on specifications for invitations for bids; evaluating bids and recommending award to contractors; establishing and maintaining contracts; resolving contract disputes; and interpreting applicable laws, rules, and policies to agency personnel and contractors. Work includes building and maintaining strategic work relationships across multiple agencies and with external organizations, contractors, and vendors.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Ability to work 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.
- Ability to operate independently and under pressure, to perform multiple concurrent tasks and responsibilities, and to deal with changing priorities, while maintaining personal effectiveness.
- Demonstrated organization skills, including meeting facilitation and decision making.
- Working 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.
- Basic knowledge of report writing techniques to present 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.
- Ability to review and comment on agency procurement packages.

#### Minimum Education and Experience

Bachelor's degree in business or related area from an appropriately accredited institution and two 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

Associate degree in business or related area from an appropriately accredited institution and three years of 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.