

Class Concept

The IT Strategic Sourcing Specialist operates within the State IT Procurement Office, which is responsible for all information technology purchase and contract services. Positions in this class oversee and advise on the creation, evaluation, negotiation, and award of complex IT Procurements. The position makes sound recommendations concerning the award of contracts based on the evaluation of submitted offers. Work involves resolving contract disputes, interpreting laws and policies to agency personnel and vendors, and conducting market research to confirm the application of IT Procurement Procedures and legislation as well as staying abreast of changes in technology, sources of supply, cost, and quality. The position interprets and applies established rules and regulations, explains these to the departments and vendors. Work is performed under the general supervision of an IT Contracts & Strategic Sourcing Manager.

Recruitment Standards

Knowledge, Skills, and Abilities

- Intermediate knowledge of information technology procurement and purchasing procedures and regulations of the State of North Carolina or similar public/private sector entity
- Intermediate knowledge of information technology purchasing methods and procedures
- Intermediate knowledge of the information technology software, hardware and services and sources of supply
- Intermediate knowledge of various proven negotiation methods and the ability to facilitate a contract negotiation
- Demonstrated skills in information technology procurement and contract management processes and procedures in a public and/or private sector environment
- Demonstrated skills in procurement strategies including performing vendor and product market research and analysis
- Excellent problem-solving skills, computer skills, and attention to details
- Ability to gather, evaluate, and present technical information effectively in oral and written form, and to establish and maintain effective relationships with state agency personnel and/or vendors

Minimum Education and Experience

Bachelor's degree in business or related area from an appropriately accredited institution and three years of progressively responsible experience in the area of procurement specifically related to strategic sourcing, including experience with vendor management, solicitation, evaluation, and negotiation of contracts, or

Associate degree in business or related area from an appropriately accredited institution and five years of progressively responsible experience in the area of procurement specifically related to strategic sourcing, including experience with vendor management, solicitation, evaluation, and negotiation of contracts; or an equivalent combination of education and experience.