

Class Concept

The IT Strategic Sourcing Specialist II operates within the State IT Procurement Office, which is responsible for all information technology purchase and contract services. Work involves the preparation, evaluation, negotiation and administration of very complex statewide information technology procurement agreements and statewide contracts. Work involves identifying opportunities for procurement consolidation and cost savings to maximize what is spent on commodities through strategic sourcing. Positions in this class regularly manage sourcing of commodities assigned, sources of supply, cost, commodity technology, and reliability of vendor, and the methods and procedures for large scale purchasing. Work involves consulting and/or advising agency business owners, writing specifications for solicitations; evaluating solicitations and recommending award to vendors; establishing and maintaining contracts; resolving contract disputes; monitoring vendor performance; interpreting laws and policies to agency personnel and vendors; and conducting market research to stay abreast of changes in technology, source of supply, cost, and quality. The position also interprets and applies established rules and regulations, explains these to the departments and vendors. The work is performed under the general supervision of an IT Contracts & Strategic Sourcing Manager.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of large-scale information technology purchasing methods and procedures
- Thorough knowledge of information technology procurement and purchasing procedures and regulations of the State of North Carolina or similar public sector entity
- Thorough knowledge of the information technology software, hardware and services and sources of supply
- Demonstrated excellent written and oral communications, negotiation, interpersonal skills
- Demonstrated advanced skills in procurement and contract management processes and procedures in a public sector environment
- Demonstrated skills in procurement conceptualization and data 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
- Demonstrated ability and expertise using various proven negotiation methods and critically analyze a negotiation

Minimum Education and Experience

Bachelor's degree in business or related area from an appropriately accredited institution and four 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 six 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.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.