

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 IFB's, RFQ's and Amendments; overseeing the evaluation of offers and award recommendations; establishing and maintaining contracts; assisting in the resolution of contract disputes; interpreting applicable laws, rules, and policies to agency personnel, contractors, and vendors; and conducting market research to stay abreast of changes in technology. Work includes building and maintaining strategic work relationships across multiple agencies and with external organizations, contractors, and vendors.

Recruitment Standards

Knowledge, Skills, and Abilities

- Basic knowledge and skill to apply general statutes, administrative codes, and procedures to assist in the preparation and processing of solicitation documents
- Basic knowledge of technical writing techniques to present information clearly, to write procurement documents, and to draft simple contract provisions and supporting documentation
- Demonstrated organization skills, including meeting facilitation and decision making
- 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
- Ability to establish a working relationship with others and to present information orally and in writing to individuals and groups to accomplish a given purpose
- Ability to review and comment on agency procurement documentation and comply with file management requirements and State record retention policies

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 four 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.