

### 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. 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. Position makes sound recommendations concerning the award of contracts based on the evaluation of submitted bids. The position also interprets and applies established rules and regulations, explains these to departments and vendors.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Intermediate knowledge of large-scale information technology purchasing methods and procedures
- Thorough knowledge of the information technology software, hardware and services and sources of supply
- 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 excellent written communications, negotiation, interpersonal skills
- Demonstrated skills in procurement processes (or related) and contracting procedures in a government environment
- Demonstrated knowledge and expertise using various proven negotiation methods and the ability to critically analyze a negotiation
- Demonstrated skills in procurement conceptualization and data analysis
- Excellent problem-solving skills, computer skills, and attention to details

#### 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 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.