



IRVINE UNIFIED SCHOOL DISTRICT

SPECIALIST I- INFORMATION TECHNOLOGY CONTRACTS

DEFINITION:

Under the direction of the Chief Technology Officer, performs specialized administrative and technical duties in support of technology procurement, contracts, purchasing, and compliance.

DISTINGUISHING CHARACTERISTICS:

The Specialist I - Information Technology Contracts is the entry-level classification in the series. Incumbents work independently on most routine procurement, contract, and record-keeping tasks. Incumbents work under closer supervision on large projects or complex procurements or compliance activities. The Specialist II: Information Technology Contracts provides more complex program support, including managing formal procurements, coordinating consortium purchasing programs, and overseeing technology contracts workflow and compliance with federal and state regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in monitoring the contract process for the development and implementation of contracts with vendors, contractors, and consultants, updates contracts, records, files and databases for associated contracts.
- Reviews proposed contracts and associated documents for legal and privacy compliance, risk factors, and business and educational interests of the district.
- Escalates potential liability issues and other potential risks in contracts to supervisor and/or legal counsel for review.
- Drafts amendments and revisions to agreements, with general supervision and support from senior contract personnel, management and/or legal counsel, to support successful negotiations.
- Provides technical expertise, information and assistance to the administrator, staff, vendors, and others regarding assigned functions; interprets, applies and explains rules, regulations, policies and procedures.
- Prepares specifications and formal bids & requests for proposals; aid in facilitating procurement process; ensure compliance with laws, rules and regulations; analyzes and evaluates bids and proposals received; serves as a member of the evaluation committee for RFP's.
- Maintains bid and request for proposal records in compliance with regulations and supports the procurement process.
- Researches product/service quality, price availability, source of supply for materials and service.
- Provides information and assistance to the administrators and staff regarding the procurement of software and equipment.
- Meets with vendors and sales representatives and arranges for demonstrations.
- Coordinates the ordering, inventory control and distribution of designated materials, services and supplies as assigned; arranges for the return or exchange of damaged or defective goods.
- Assists in reviewing technology purchasing and contract transactions and requisitions for software, equipment, services, supplies and materials; verifies account codes; determines vendor and price as necessary; monitors budget expenditures.
- Drafts a wide variety of materials such as purchase orders, reports, correspondence, letters and other purchasing and contract forms and materials; prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities and personnel; researches and prepares a variety of special projects as requested.
- Creates and updates information on department and purchasing and privacy consortium web pages.
- Drafts Board agenda items and supporting materials as directed.

- Attends and participates in a variety of meetings and trainings as assigned; remains current on programs and issues that affect purchasing and contracts.
- Communicates with administrators, personnel, legal representative, vendors, consultant, and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information.
- Performs a wide range of administrative duties in support of department operations, purchasing consortiums, project, and procurement teams

QUALIFICATIONS GUIDE**Knowledge of:**

- Principles, methods, practices, and procedures of public or school district purchasing.
- Sources of supply, commodity markets, marketing practices and commodity pricing methods and discounts.
- General materials and commodities used in the District.
- Current purchasing and stores procedures, including receiving, inspecting, storing and distributing materials.
- Relevant safety practices and procedures.
- Applicable laws, codes, regulations, policies, and procedures.
- Legal terminology and standard negotiation procedures
- Current technology, software applications, office practices and procedures.
- Modern office practices, procedures, and equipment.
- Recordkeeping and report preparation techniques.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience, and courtesy.
- Arithmetic computations.

Ability to:

- Perform complex record keeping clerical work independently.
- Interpret general laws, rules and regulations affecting District purchases.
- Understand, carry out and give oral and written instructions.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain laws, rules, regulations, policies and procedures.
- Weigh risks and determine potential liability factors
- Assemble, organize, and prepare data for records and reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in purchasing, contracts, law, or technology systems, including two years of related purchasing, legal, or contracts work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person, in virtual meetings, or on the telephone.
- Bending the waist, kneeling, or crouching to file and retrieve materials.
- Lifting, carrying, pushing, or pulling objects up to 25 pounds.
- Seeing to read a variety of materials.

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Remote/work-from-home options may be available for this classification.

New Position 9/29/21