

SPECIALIST II- INFORMATION TECHNOLOGY CONTRACTS

DEFINITION:

Under the general direction of the Chief Technology Officer, administers technology procurement, including oversight of formal bids and requests for proposals, coordination of contract workflow and timelines, negotiation of agreements, monitoring legal and privacy compliance, development of related policies and procedures, and operational administration of technology purchasing consortiums.

DISTINGUISHING CHARACTERISTICS:

The Specialist II - Information Technology Contracts is the senior classification in the series. Incumbents work independently on large projects, competitive procurements, and 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, priorities, and compliance with federal and state regulations. 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.

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

- Monitors the contract process for the development and implementation of contracts with vendors, contractors, and consultants; maintains contracts, records, files, and databases for associated contracts.
- Manages contract timelines and term dates, including proactive communication to contract originators and vendors, establishing timelines for review and negotiation of contracts to meet programmatic goals and prevent service disruptions.
- Coordinates with stakeholders to determine contract negotiation and product performance goals and priorities.
- Reviews proposed contracts and associated documents for legal and privacy compliance, risk factors, and business and educational interests of the district.
- Work closely with purchasing consortium legal counsel to negotiate contracts for consortium members.
- Drafts and finalizes amendments and revisions to agreements to support successful negotiations.
- Provides guidance for staff on the contract process, determination of risks, and recommended contract language.
- 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.
- Develops, maintains, and coordinates the implementation of a master calendar for district and consortium procurements; develops and communicates procurement schedules and priorities with district and consortium leadership.
- Prepares specifications and formal bids and requests for proposals; manages and facilitates procurement process; coordinates bid and request for proposal timelines and communications with procurement team; finalize scoring sheets to determine award, ensure compliance with laws, rules, and regulations; analyzes and evaluates bids and proposals received; leads and supports evaluation committees throughout the procurement process.
- Maintains bid and request for proposal records in compliance with regulations; responds to audit requirements, public record requests, and other appropriate inquiries as needed to facilitate 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 supplies and equipment.
- Meets with vendors and sales representatives and arranges for demonstrations.
- Coordinates the ordering, inventory control and distribution of designated software, materials, services and supplies as assigned; arranges for the return or exchange of damaged or defective goods; coordinates negotiations with external vendors related to contractual or performance concerns.
- Reviews technology purchasing and contract transactions and requisitions for equipment, services, supplies and materials; verifies account codes; determines vendor and price as necessary; monitors budget expenditures.
- Prepares 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.
- Prepares Board agenda items and supporting materials as directed.
- Prepare purchasing consortium board agendas, minutes and other supporting documents.
- Present in sessions at professional conferences.
- 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, resolve issues and conflicts and exchange information.

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.
- Legal terminology and standard negotiation procedures
- Relevant safety practices and procedures.
- Applicable laws, codes, regulations, policies, and 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.
- Weigh risks and determine potential liability factors
- Prepare bid and request for proposals documents and write specifications.
- 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.
- 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: bachelor's degree in a related field, college level coursework in purchasing, law, contracts, 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 or on the telephone.
- Bending the waist, kneeling, or crouching to file and retrieve materials.
- Lifting, carrying, pushing, or pulling objects up

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.