

INFORMATION TECHNOLOGY PURCHASING AND CONTRACT COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: An Information Technology (IT) Purchasing and Contract Coordinator performs difficult professional-level tasks associated with formal purchasing, contract negotiations, software licensing, asset management, and administration for Information Technology projects and programs. The duties of this class include: developing the scope and specifications for minor to complex IT projects with the customers and technical subject matter experts (SMEs) assigned to the project; drafting and reviewing Request for Bids (RFB), Requests for Proposals (RFP), and Requests for Information (RFI); drafting, reviewing, and comparing vendor documents; evaluating proposals and bids; drafting, editing, negotiating, reviewing, interpreting, and clarifying contract provisions, legal requirements, terms, conditions, specifications, and quotations; awarding or recommending contracts; monitoring contract expenditures; monitoring software licenses and enterprise software contracts/agreements for compliance with license terms and for strategic planning purposes; responding to inquiries in regards to the legal and technical criteria for the contract award decisions; writing Council Reports and attending Council Study Sessions and regular Council Sessions, as assigned, to answer any questions or concerns; and performing related duties as required. Ensures all work is done in alignment with City and Department of Innovation and Technology (DoIT) long-term strategies.

Distinguishing Features: The IT Purchasing and Contract Coordinator is expected to exercise considerable initiative and independence in managing the formal purchasing and contract administration duties for the DoIT. An employee in this class is involved in complex bid and contract negotiations that require a broad knowledge of IT applications, infrastructure and equipment, public procurement and contract laws, federal and state regulations, City Charter, City Purchasing, and legal guidelines to maintain compliance. The Information Technology Purchasing and Contract Coordinator may review the work of others in order to ensure compliance with standard operating procedures, federal and state regulations, City Charter, City Purchasing, and legal guidelines. This class is supervised by an IT Manager or above, administrative supervisor, or supervisor designee who reviews work through one-on-one meetings, written correspondence, team meetings, written reports, and interactions with others to ensure that overall quality results are achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Purchasing, Public or Business Administration, or related field. Considerable (3 - 5 years) professional-level experience involving procurement of equipment and services, and contract administration with a formalized purchasing program (preferably municipal).

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. IT procurement and contract administration, license compliance management, and/or asset management experience is preferred. College-level coursework in

purchasing, public procurement, financial accounting, business or contractual law, or computer technology related subjects are highly desirable. Professional certification as a Certified Technology Procurement Executive (CTPE) or Certified Professional Contracts Manager (CPCM) is also highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, vendors, management, contractors, and public officials to conduct Request for Proposals (RFP) and Request for Bids (RFB) releases and reviews, to develop and administer contracts, to present purchases for City Management and City Council approval, and to establish and maintain effective working relationships. Serves as the division liaison regarding formal purchasing and contract administration. Prepares contractual agreements and assists in writing specifications for supplies, services, and equipment requiring formal bids. Participates in cross-functional project teams assigned to develop or evaluate contracts or proposals. Instructs and/or trains employees regarding formal purchasing policies and procedures in regards to IT projects. Prepares written documents such as Council Reports, RFBs, RFPs, Request for Quotes, and contract documents with clearly organized thoughts and using proper sentence structure, punctuation, and grammar in order to complete formal purchasing and contract management tasks.

Manual/Physical: Secures price quotations and related information. Participates in bid tabulation. Maintains an updated list of suppliers and contractors. Reviews the work products of others to ensure compliance with standard operating procedures, federal and state regulations, City Charter, City Purchasing, and legal guidelines. Evaluates information to ensure compliance with City policies and public procurement and contract law. Operates a variety of standard office equipment including a personal computer (PC), facsimile machine, copier, and calculator. Enters data or information into a PC in order to perform daily activities. Prepares and updates graphs in order to evaluate pricing or prepare presentation materials for City management or Council. Meets scheduling and attendance requirements.

Mental: Prioritizes own work. Resolves procedural, operational, and other work-related problems such as contract compliance and negotiation issues by coordinating with the City Attorney, City Purchasing, and the Chief Information Officer. Coordinates tasks such as RFP evaluations, contract negotiations, and contract compliance issues with other City departments, contractors, and vendors. Develops recommendations for awarding formal bids and improving operating procedures and policies. Develops divisional policies and procedures relating to Formal Purchasing and Contract Management. Conducts research and analyzes data such as RFP and RFB responses to assist with purchase evaluations, to keep current with the Contract Management field, and to interpret laws, ordinances, and regulations. Performs mathematical calculations and financial/costs analysis relating to formal purchasing. Comprehends and makes inferences from written material such as laws, ordinances, regulations, City Charter, legal opinions, RFPs, and RFBs to provide interpretations, guidance, and answer questions. Learns job-related material through on-the-job training and in classroom settings.

Knowledge and Abilities:

Knowledge of:

the laws, ordinances, rules, and regulations governing commodities and services purchasing for the City; the methods, policies, and procedures involved in purchasing a large quantity and variety of supplies,

equipment, services, and goods;
contract law;
the various contract development and source selection methods;
principals and practices of contract negotiations, conflict resolution, and public administration;
contract negotiation and the awarding of contracts based on the best bid;
the various grades and qualities of commodities available to be purchased;
the sources of supply, markets, and price trends;
the principles and practices of municipal finance, budgeting, and accounting; and
current market conditions, trends, and new product development.

Ability to:

purchase a wide variety of materials, supplies, equipment, and services for the City;
prepare bids, technical specifications, and contractual agreements;
perform research;
apply independent judgment and technical knowledge to analyzing bids, making awards, examining merchandise quality, and comparing specifications and prices of competitive items;
apply proper descriptive terminology or specifications to requisitions for commodities and services;
produce written documents with clearly organized thoughts using proper sentence structure, punctuation and grammar; and
communicate effectively, both orally and in writing, in a one-on-one or group setting.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 08/25

TC/lv

CS4868.DOCX

EEO-Prof

JOB FCTN-INT

Non-DOT Safety and Security- N

CDL-N

RESP-N

PAY GRADE: 56

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 43-200