INFORMATION TECHNOLOGY (IT) PROCUREMENT COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: An Information Technology (IT) Procurement Coordinator performs difficult professional-level tasks associated with formal purchasing of IT projects. The duties of this class include: develops the scope and specifications for complex IT projects with the customers and technical experts assigned to the project; drafts and reviews Request for Bids (RFB's) and Requests for Proposals (RFP's); drafts, reviews, and compares vendor documents; evaluates proposals and bids; ensures that the City, state, and federal laws are being followed; and prepares Council Reports and follows up by attending Council Study Sessions and Council Meetings to answer questions regarding the reports. Ensures all work is done in alignment with City and IT long-term strategies. This class is responsible for performing related duties as required.

Distinguishing Features: The IT Procurement Coordinator differs from the IT Purchasing and Contracts Coordinator by the latter's responsibility for more complex contracts administration work. This class is supervised by an IT Services Leader who reviews work through conferences, meetings, reports, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associates Degree in Purchasing, Public, or Business Administration, or related field. Considerable (3 - 5 years) experience performing purchasing duties involving the acquisition of equipment or services, supplemented by or including a minimum of two years professional-level purchasing experience.

Special Requirement. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. Formal government purchasing experience with IT equipment or services is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, management, and contractors. Communicates with team members in order to maintain continuity of customer service. Prepares written documents such as RFB's, RFP's, Request for Information (RFI's), sole source, and state contract purchases for IT with clearly organized thoughts translating thoughts and technical evaluation results into business language. Presents ideas clearly, both verbally and in writing, to share acquired information or knowledge; negotiate and discuss alternatives; and address problem/conflict situations. Works courteously with customers in order to identify and resolve problems.

Manual/Physical: Attends meetings and/or seminars, training, etc. Secures bids and quotations.
Operates a variety of standard office equipment, including a personal computer (PC), calculator, copier,
and facsimile machine. Meets scheduling and attendance requirements.

Mental: Conducts research and/or analyzes data for IT procurement initiatives requiring formal
procurement including RFB's, RFP's, RFI's, sole source contracts, and State contract purchases.
Performs mathematical calculations, statistical computations, financial, and assists in the development of
cost analysis with Council Reports, and scoring evaluations with RFP's. Comprehends and makes
inferences from written material to successfully capture the business need and transfer technical
language into business language for Council reports and sole source justification documents. Requires
understanding of technology and technology issues to accurately capture and translate technical
discussion and solution evaluation into the applicable formal purchasing procurement documents.
Requires guiding and interpreting how procurement guidelines and processes must be followed during
technical evaluations and discussions where the technology and vendors are widely different in their
solution offerings and capability.

Knowledge and Abilities:

Knowledge of:

the methods, policies, and procedures involved in purchasing IT equipment and services;
fundamentals of contracts and contract bidding;
the various types and compatibility of IT equipment available to be purchased;
the sources of supply, current market conditions, price trends, and new product development methods
and sources; and
the principles and practices of municipal finance, budgeting, and accounting.

Ability to:

exercise initiative in the performance of assigned duties;
prepare bids, technical specifications, contractual agreements, and Council reports;
conduct research and apply independent judgment and technical knowledge to analyzing bids, evaluating
merchandise and/or service quality, and comparing specifications and prices of competitive items;
apply proper terminology or specifications to requisitions for equipment and services;
explain purchasing policies and procedures clearly and concisely to employees, vendors, and the public;
use a PC to prepare a variety of reports and perform related assignments;
communicate effectively, both verbally and in writing; and
establish and maintain effective working relationships with management, coworkers, suppliers,
contractors, Council representatives, and the public.

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 6/25
NF/js
CS4562.DOCX   PAY GRADE: 53
EEO-Prof   IND-8810
JOB FCTN-INT   SWORN-No
Non-DOT Safety and Security-N   Non-DOT Random-N
CDL-N   DOT-N
RESP-N   INCREMENTS 43-200