

## **IT PROCUREMENT SPECIALIST**

### **GENERAL STATEMENT:**

Acquire information technology (IT) products and services. Provide administrative assistance support to the Vice President of Information Technology and Information Technology Services.

### **REPORTS TO:**

Vice President of Information Technology

### **OCCUPATIONAL GROUP:**

Staff

### **ELSA:**

Nonexempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associates degree required or High School Diploma with related experience in an administrative/procurement environment can be considered commensurate.

#### **LICENSE OR CERTIFICATION:**

CTP or CTPM preferred

#### **EXPERIENCE:**

Three (3) years of work experience in the administrative assistant field and technology-related purchasing experience required.

#### **OTHER:**

Solid overall computer skills with high proficiency in Microsoft Office and Windows operating system. Working knowledge of general office procedures and standard equipment operations. Professional, accurate and detail-oriented. Excellent oral and written communications skills with the ability to work with clients. Strong planning and organizational skills. Strong interpersonal skills. Comfortable working under deadlines and on multiple tasks or projects simultaneously. Knowledge of computer hardware components, systems and peripherals and basic computer software applications including email, internet access, and multimedia technology. Experience assisting IT technical professionals acquire IT products and services. Knowledge of the IT industry and types of assets required by IT organizations. Solid experience in developing procurement documents. Ability to establish and maintain effective working relationships with various stakeholders in the service areas.

#### **DUTIES AND RESPONSIBILITIES:**

- Receptionist duties including, but not limited to, greet visitors, receive phone calls, answer questions and/or direct to appropriate department; filing, maintain correspondence. Assistant duties including, but not limited to, make appointments, manage calendar and contacts for VP of IT.
- Office manager duties including, but not limited to, coordinate IT staff meetings, travel, training and events; process department mail; maintain office condition, supplies, operations and procedures.
- Work with other departments to update and maintain office policies as necessary.
- Provide general administrative support to employees.
- File, make copies, scan documents, prepare and send faxes.
- Assist multiple departments in day-to-day operations as needed.
- Prepare, edit, and proof memos, mailings, spreadsheets and reports.
- Maintain staff contact list for Information Technology Services department.
- Prepare and present IT data on an as needed basis to various groups.

#### **Departmental duties including:**

- Process invoices in a timely manner.
- Prepare accounting distribution for all departmental invoices.
- Prepare Special Assignment Agreements (SAA's) for IT department.
- Verify availability of funds for invoices, and SAA's submitted prior to VP approval.
- Assist with administrative aspects of annual TVCC IT budget preparation.

## **IT PROCUREMENT SPECIALIST**

- Maintain, analyze and prepare annual CPIME budget.
- Maintain cross reference of phone codes to account numbers for departmental billing purposes.
- Prepare annual interdepartmental billing statements for telephone expenses for each departmental account.
- Maintain cross reference of all computers to account numbers for annual departmental billing purposes.
- Prepare departmental billing statements for annual computer expenses.

### **Procurement and Contracts duties including:**

- Prepare purchase orders, check for arrival of ordered goods, and forward properly signed invoices to the business office.
- Process all RMA (Returns) Requests.
- Review Vendor invoices and reconcile pricing to agreed standards
- Coordinate the donation recycling of retired assets and maintain and/or comply with the appropriate accounting and audit control requirements.
- Facilitate grant purchases by working with multiple departments and adhering to purchasing policies accompanying grant funding.
- Maintain tracking data with relevant purchasing information including all POs and orders, the status of the POs and orders, CPIME and grant expenditures.
- Analyze spend data (cost analysis) and identifying savings and efficiency opportunities.
- Assist in completing required bid processes for the acquisition of network, infrastructure, desktop equipment, printers and related peripherals.
- Submit purchase orders and supporting documents to vendors; track delivery and receipt of products, process and transfer goods to appropriate departments.
- Assist VP of IT with annual fixed asset verification.
- Research new products and solutions.
- Communicate with and assist service area SMEs and leads to determine purchasing needs, define product specifications, and assists to develop the purchasing strategy based on the market.
- Maintain and update procurement documents within Information Technology Services department.
- Work closely with project teams to identify procurement requirements for new IT projects and develops a schedule for accomplishing the procurement activities.
- Responsible for client hardware/software/OS request orders.
- Address and resolve internal IT hardware & software requests.
- Negotiate with vendors and get the best possible deals.
- Renewal and maintenance of the Microsoft Officer Agreement, NetSupport Licenses and Adobe products.
- Provide support to IT Directors in their renewal of annual maintenance, and license agreements.
- Maintain a current file of vendors requesting to be placed on bid list.
- Work with the business office to release encumbered funds from POs.
- Assist with administrative aspects of preparing RFPs, for Information Technology Services as requested by the Manager of Purchasing, Contracts and Insurance.
- Work closely with Client Support Services and outside vendors to ensure software/hardware are adequately labeled.
- Work in close relations with the Manager of Purchasing, Contract and Insurance.
- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 1/25/13*

*Revised: 08/29/2017*

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