

IT PROCUREMENT COORDINATOR

SUMMARY:

The IT Procurement Coordinator oversees the daily activities of the technology purchasing function; reviews technology purchasing decisions, orders, and vendor contracts; assists with the ordering of materials and supplies from vendors; researches, interviews, and negotiates with suppliers to obtain prices and specifications; creates purchase orders for the acquisition of materials and performs related administrative tasks. This position should be and remain familiar with a variety of the field's concepts, practices, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Authority's IT Asset Manager may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

Asset Management:

- Assist with purchasing and managing IT assets.
- Responsible for product support and warranties, leasing, maintenance, and software contracts, as well as hardware purchases, and license information.
- Maintain contract data.
- Create purchase requisitions.
- Maintain appropriate levels of consumables.
- Receiving and tagging equipment.
- Entering asset information into asset tracking software system.
- Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Provide pricing quotes for items and preparing orders with suppliers.
- Ensure line items of the purchase order with the packing slip and ensuring the quality of the materials received.
- Responsible for shipping defective equipment to vendor and arranging replacement.
- Research products and equipment; prepare product/equipment specifications.
- Research websites/contact vendors to gather technical information and prices on supplies and equipment
- Update the inventory listing of property on all new deliveries in BMC.
- Works with IT Helpdesk to maintain repository of enterprise software licenses/keys
- Assist helpdesk in updating and maintaining inventories for all IT equipment and supplies including location, asset tag number serial number make and model of equipment.
- Coordinate with helpdesk onsite services calls for equipment installation and maintenance as needed

IT Asset Budget / Documentation

- Assists IT Asset Manager with preparing purchases.
- Assist with drafting, revising and circulating purchase and procurement guidance.
- Vendor Relationships
- Establish and maintain vendor relationships per state procurement rules .
- Negotiate with vendors for the best price over contracted services and purchases.
- Coordinate with selected vendors on supply and delivery of purchased items.
- EOL-End of life management
- Responsible for all surplus inventories including recording all End of Life (EOL) inventories and disposal.
- Responsible for decommissioning assets and oversee surplus removal as needed

- Identify future opportunities for savings

SUPERVISION RECEIVED: Supervision is provided by the IT Asset Manager and includes assignment of duties, inspection of work, training, coaching, and performance evaluations.

EDUCATION/ EXPERIENCE: Bachelor of Science with a minimum of two to three years of significant work experience working in a high volume fast paced office environment with high degree of responsibility.

- Experience with software licensing and volume purchasing agreements for the major enterprise system software suppliers (e.g., IBM, HP, Microsoft...)
- Experience in presenting technology recommendations from a business perspective.
- Experience in planning and carrying out software license audits & reconcilements.
- Certification in Software License Management a plus.
- It may be beneficial, although not required, that the applicant has coursework experience or degreed in the area of procurement / supply chain management.

WORK SCHEDULE: The work schedule for this position typically is a forty (40) hour work week consisting of five (5) eight (8) hour days, Monday through Friday. The hours and days may fluctuate based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays

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