



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.

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.

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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.



