

SNOHOMISH COUNTY JOB DESCRIPTION

IT SOURCING SPECIALIST

Spec No. 2388

BASIC FUNCTION

To provide sourcing of IT hardware, software and services to the Department of Information Technology (DoIT).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Works with subject matter experts to identify IT hardware, software and services.
2. Reviews existing contracts and bids to verify source and price; assists with requisitioning as appropriate; contacts suppliers on status of orders, invoices, or any other post order issuing. If not on current contract or bid, works with other DoIT staff to determine new bid, RFP, non-standard purchase as needed; prepare bid specification as needed.
3. Works with Purchasing/Finance Department in the preparation and evaluation of RFP's; prepares and reviews item specifications, performs value/cost analysis, and works with vendor on competitive pricing for commodities or services; documents bid specifications and prepares documentation for bid submittals.
4. Reviews vendor performance in accordance with contract specifications; evaluates information on new products; tracks and updates vendor service level agreements and maintains vendor contract files in asset management database.
5. Contacts vendors to discuss delivery of equipment and supplies, track deliveries, prepares equipment and materials for return to vendor when necessary.
6. Works with vendors to ensure compliance to product specifications, schedules and other conditions; review procurement procedures and participate in groups to find efficiencies.
7. Assists in maintaining department equipment inventory; maintains acquisition and replacement schedule; develops forms and procedures for use in obligation of budgeted funds.
8. Uses request workflow system to submit orders for approval and track order progress.
9. Works with departmental management to forecast and plan new equipment orders and replacement orders, prepare budgetary proposals for forecasted equipment.

STATEMENT OF OTHER DUTIES

10. Performs related duties as required.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, information technology or related field; AND two (2) years of work experience with sourcing of IT equipment and services or related tasks; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities necessary to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

When assigned to the Department of Information Technology:

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- information technology terminology and standards
- IT products and services
- vendor quotes, RFQ's, bid specifications and support documentation
- computer technology
- office practices and procedures

Ability to:

- operate computers and a variety of applied software packages
- analyze and resolve work related problems
- exercise initiative and judgment and make decisions within the scope of assigned authority
- maintain necessary records
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public
- operate standard office machines and equipment
- develop and administer vendor quotes, RFQ's, bid specifications and support documentation
- exercise initiative and judgment and make decisions within the scope of assigned authority
- handle multiple tasks efficiently in a busy office environment
- communicate effectively to a wide range of customers while providing a high level of service

SUPERVISION

Employee receives limited supervision from an administrative superior as assigned. The work is carried out independently in accordance with instructions, established policies and accepted practices.

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WORKING CONDITIONS

The work is performed in the usual office environment with some evening and weekend hours as required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2017
EEO Category: 2 - Professionals
Pay Grade: 238 - Classified Pay Plan
Workers Comp: 5306 Non-hazardous