

SNOHOMISH COUNTY JOB DESCRIPTION

IT CONTRACT SPECIALIST SENIOR - DIS

Spec No. 3380

BASIC FUNCTION

To draft, prepare and negotiate RFP's, RFQ's, bids and technology agreements for hardware, software, support and services, consultant and interlocal agreements, and County On-Call consultant agreements ensuring compliance with federal, state, and local requirements. This classification is responsible for annual contract renewals and new acquisitions in excess of \$5 million.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Responsible for the drafting, negotiating, coordination and preparation of technology agreements, interlocal agreements, consulting agreements, RFP's, bids, and amendments; includes requirements and conditions of other jurisdictions; ensures compliance with State, Federal and local regulations.
2. Manages complex bidding and negotiation processes, including large scale RFP's for information technology products and services.
3. Coordinates with the Prosecuting Attorney on final document for approval as to form; includes project summary documentation including size and scope; and identifies potential areas of concern.
4. Prepares ECAFs; acts as a liaison with the Department of Finance and Risk Management during the review and approval process.
5. Coordinates, prepares and administers master agreements for hardware, software, support and services and oncall consultants; assists in the formation of discipline teams ensuring a fair and equitable forum; participates with teams to determine selection criteria; reviews RFQs.
6. Regularly represents specialty area on a variety of teams; mentors, directs, leads or supervises staff at 1-2 levels below; leads small groups; and is able to shape significant positive change in work correlated with information technology contracts.
7. Provides assistance to sub-agencies, consultants, subcontractors for federal, state and local guidelines.
8. Responsible for negotiating technology contracts to meet the desired business objectives of Information Services and the County. Effectively applies a working knowledge of project planning, management and methodologies in projects and contracts that incorporate information technology.
9. Provides an escalation point for vendor management issues related to non-compliance of IT contracts or service level agreements.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

10. Prepares required reports on project status and cost savings on a weekly basis and maintains related records.
11. Leads and mentors teams and individuals, directs staff at lower technical levels, leads small groups, is the principal advocated within the County for a particular function, represents county on technical matters in local and regional groups and initiates significant improvements in work correlated with IT project planning. May supervise a small staff.

STATEMENT OF OTHER DUTIES

12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in public administration or related field or CPM (Certified Procurement Manager), CPP (Certified Purchasing Professional), CPPM (Certified Purchasing Professional Manager) or other certification and five (5) years of work experience involving drafting IT contracts, technology contract negotiation and administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities necessary to perform the work. Must pass criminal background check. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Demonstrated experience with drafting IT contracts;
- Demonstrated experience with negotiating IT contracts;
- Demonstrated experience managing relationships with IT vendors;
- Demonstrated success in negotiating IT contracts for risk mitigation and cost benefit;
- State and federal laws, regulations and guidelines pertaining to contract administration and technical standards of data protection.

Ability to:

- Operate personal computer and use software programs relevant to duties communicate effectively, both orally and in writing;
- Develop and maintain effective working relationships with contractors, department staff and governmental agencies;
- Interpret and enforce procedures, rules and regulations of IT contracts;
- Work independently and organize workload;

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KNOWLEDGE AND ABILITIES (continued)

Ability to: (continued)

- Read, interpret and apply relevant federal, state and local laws, rules, regulations and guidelines;
- Maintain necessary records and prepare required reports;
- Apply industry knowledge to drafting agreements and conducting negotiations;
- Negotiate contract amendments as needed;
- Personnel supervision including the ability to lead, coach, mentor and train staff.

SUPERVISION

The employee receives direction from a division Manager and/or Supervisor. Work is performed with considerable independence and is reviewed through status reports, meetings and evaluation of results obtained.

WORKING CONDITIONS

Work is performed in usual office environment.

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: December 2011
EEO Category: 2 – Professionals
Pay Grade: 777 – Information Services
Worker's Comp: 5306 - NonHazardous