



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

GENERAL SERVICES DEPARTMENT INFORMATION TECHNOLOGY PROCUREMENT SPECIALIST

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
GSD IT Procurement Specialist	C10241	65	85

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

The purpose of this position is to manage IT buying and oversee and advise assigned state agencies on complex, technical procurements.

Nature of Work

The position will manage IT buying and oversee and advise assigned state agencies on complex, technical procurements. This includes making sure all purchases adhere to the New Mexico Procurement Code, that all are done fairly and competitively and that all documentation is kept for the public file and supportable in the event of a legal protest.

Distinguishing Characteristics

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Determine appropriate method for procurement and selection of IT vendors including working with agencies to define IT procurement needs and develop bid specifications
- Provide technical guidance and training to management and procurement staff in all branches of state and local government, including providing assistance with the generation of an IT business case and specific IT procurement requirements
- Shall officiate the opening of public bids and will conduct procurements in a fair, open and competitive environment
- Compose scope of work into evaluation criteria and evaluate bids to determine lowest bid and vendors' ability to meet contract requirements prior to the awarding of contract.
- Recommend resolution of vendor protests in accordance with statutes and regulations
- Research market trends and pricing for effective forecasting and purchasing of IT related goods and services
- Recognize and implement procurement methodology to be employed for specific procurements
- Validate IT components are consistent with, and support, the consolidation effort led by the New Mexico Department of Information Technology.
- Oversee and conduct agency procurements, including proposal conferences to insure equal opportunity

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Recommended Education and Experience for Full Performance

A Bachelor's Degree in Business Administration or IT related field and six (6) years' experience with government contracts with an emphasis on IT.

Minimum Qualifications

A Bachelor's Degree in Business Administration or IT related field and four (4) years' experience with government contracts with an emphasis on IT. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

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Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Negotiation — Bringing others together and trying to reconcile differences.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.

Statutory Requirements: Subject to the New Mexico Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978 and NMAC 1.4.13, as applicable.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on New Mexico General Services Department *utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 03/08/2013 **Revised:**

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.