



POSITION DESCRIPTION

JOB TITLE: Technology Acquisition Coordinator		
Job Class:		
DATE	DEPARTMENT OR SCHOOL Finance & Operations	DIVISION Technology
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provides guidance to the user community on acquiring appropriate technological and electronic goods and services. Coordinates user needs with current MPS technology environment and works with Technical Services to review and approve requested equipment and non-standard technology acquisitions. Makes recommendations on standardization initiatives to provide efficiency and effectiveness throughout the organization. Works with vendors to research new products. Administers and monitors contracts and invoices to ensure compliance.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Assists users in analyzing past usage and forecasting future needs for technology and electronic related equipment, software and hardware. This includes desktops, laptops, copiers, fax machines, printers and scanners.
2. Prepares specifications and scopes of services for bids and RFP's for electronic and technology related equipment, software and services to ensure required capabilities are included and compatibility with existing MPS equipment and platforms is met.
3. Assists with the development of bids and RFP's and functions as the technical advisor for E-Rate funded equipment and services.
4. Coordinates information, data and requirements from user community to identify standardization opportunities advantageous to the organization.
5. Conducts market research to determine which products and services can best achieve the most beneficial results for the organization.
6. Serves as a liaison with the Procurement Division to make recommendations regarding products and services to acquire.
7. Aggregates the needs of users for consolidation and presentation to the Procurement Division to leverage buying power and maximize volume discounts when possible.

8. Maintains a database of user equipment and services for each applicable contract, compiling descriptions, cost and replacement and expiration information.
9. Audits invoices and payments to ensure user and vendor compliance with contract terms.
10. Monitors and documents vendor performance and works with users and vendors to resolve discrepancies.
11. Reports difficult issues to the Procurement Division and assists them in working with the vendors to reach a satisfactory decision.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Supervision provided by the Director, Technology

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

An Associate's degree in computer science, business or a closely related field is required, a bachelor's degree is desired.

Experience Requirements

Five years of experience in a buyer role with two years of previous experience in quantity buying of technology related equipment and supplies for a large agency or public sector entity is required. Knowledge of MPS procurement procedures is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. Knowledge of principles and requirements of electronic and technology related equipment purchased at MPS is desired. Advanced proficiency with MS Office software and internal MPS databases is required. Strong analytical skills and problem solving abilities are required. Incumbent must be able to coordinate information and make routine decisions. Knowledge of E-Rate procurement requirements is preferred. Knowledge of Board policies and procedures is desired.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT

INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.