



IT Procurement and Inventory Manager

Job Description

Department: Information Systems
Position: Career Service
Grade: 727
Supervisory: No
Reports to: Division Manager – IT
Operations

Summary

Under general direction of the Division Manager – IT Operations, purchases information technology equipment, software, and materials for all Utah County Government departments. Manages inventory of county IT assets and assists Network Administrators with monitoring and maintaining IT infrastructure systems.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administer the centralized purchasing function of information technology assets; purchase goods and services for the operation of County departments in compliance with existing laws and policies.
2. Coordinate the tracking and management of County IT asset inventory; track relevant data, including support and recapitalization fee schedules, asset location, and anticipated replacement dates.
3. Coordinate timely replacement of recapitalized IT workstations and other IT equipment.
4. Assist Network Administrators with monitoring network security to ensure high performance and availability, appropriate security, and failover protections and procedures are adequate; create network user accounts; reset passwords; transfer files as users move from one file server to another.
5. Assist Network Administrators with installing and upgrading file servers, routers, workstations, and computer equipment for County use.
6. Provide control and consistency to procurement of information technology assets, materials, software, and equipment of the desired grade, quality, and compatibility at prices favorable to the County.

For Office Use Only

Job Code: 2962

Job Title: IT Procurement and Inventory Manager

FLSA: Exempt

Effective Date: 5/27/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

7. Recommend appropriate IT equipment and software; research IT equipment, software specifications, and required delivery schedules; assist with identifying appropriate sources, competitive methods, cost analyses, and contract formats.
8. Function as liaison between County departments and vendors; assist with the resolution of performance issues, disputes, and claims.
9. Review and process purchase requisitions; ensure accuracy and conformance with federal, state, and county purchasing laws and ordinances; prepare change orders and assist with the resolution of disputes and discrepancies on invoices.
10. Negotiate with external vendors to secure advantageous terms and finalize purchase details of orders and deliveries.
11. Coordinate with Public Works to dispose of surplus, obsolete, and unusable County computer equipment in accordance with Utah County Code, section 2-1-3 (c).
12. Actively promote a culture of innovation and productivity; consistently participate in personal and staff training, code reviews, and mentoring activities.

Knowledge, Skills, and Abilities

- Knowledge of current and emerging IT hardware system specifications, software, technologies, and use cases
- Knowledge of information systems analysis, design and development, and programming techniques
- Knowledge of networking concepts including bridges, routers, and local and wide area networking protocols
- Knowledge of governmental purchasing methods including state code, Utah County fiscal procedures, and Utah County Procurement Rules and Regulations
- Knowledge of accounting principles, auditing, financial planning, and reporting techniques
- Skilled in conducting highly technical needs assessments and analytical problem solving
- Skilled in functional business math
- Skilled in reading and comprehending technical specifications, schematics, contracts, and financial data
- Skilled in providing consistently exemplary customer service
- Skilled in communicating technically complex information both verbally and in writing
- Ability to establish and maintain effective relationships with vendors, County departments, and the general public
- Ability to work effectively and positively within a team environment while maintaining cooperative relationships with users, key stake holders, team members, and management
- Ability to read, interpret, and evaluate specifications for completeness and to assist with equipment specification revisions, as needed

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- Ability to foster and encourage a culture of innovation as a role model and mentor by personally seeking out innovative solutions and methods and sharing those with the team
- Ability to communicate effectively verbally and in writing
- Ability to conduct training sessions and make effective presentations
- Ability to establish and maintain detailed record-keeping systems
- Ability to prepare business letters, financial reports, policies, procedures, and summaries
- Ability to obtain and interpret market prices and trends and to apply such interpretation to procurement issues

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift office supplies up to sixty (60) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in computer science, network administration, computer programming, or a related field.
 2. Four (4) years of experience in a procurement-related field.
- OR
1. Bachelor's degree in business management, economics, marketing, finance, or a related field.
 2. Four (4) years of experience in IT system support or computer programming.
 3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its

employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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