



DATE	APRIL 2021
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Supply Chain Manager
 DEPARTMENT/DIVISION: Information Technology
 REPORTS TO: Technical Operations Officer

SUMMARY: Responsible for and oversees the daily activities of the technology purchasing function; reviews technology purchasing decisions, orders, and vendor contracts; assists with the ordering of materials and supplies from vendors; researches, interviews, and negotiates with suppliers to obtain prices and specifications; creates purchase orders for the acquisition of materials and performs related administrative tasks. This position should be current and remain familiar with a variety of the field's concepts, practices, standards, and procedures.

ESSENTIAL JOB FUNCTIONS:

- Assist with purchasing and managing IT assets.
- Responsible for product support and warranties, leasing, maintenance, and software contracts, as well as hardware purchases, and license information.
- Maintain contract data.
- Create purchase requisitions.
- Maintain appropriate levels of consumables.
- Receiving and tagging equipment.
- Entering asset information into asset tracking software system.
- Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Provide pricing quotes for items and preparing orders with suppliers.
- Ensure line items of the purchase order with the packing slip and ensuring the quality of the materials received.
- Responsible for shipping defective equipment to vendor and arranging replacement.
- Research products and equipment; prepare product/equipment specifications.
- Research websites/contact vendors to gather technical information and prices on supplies and equipment.
- Update the inventory listing of property on all new deliveries for Information Technology.
- Works with IT Service Desk to maintain repository of enterprise software licenses/keys.
- Assist helpdesk in updating and maintaining inventories for all IT equipment and supplies including location, asset tag number serial number make and model of equipment.
- Coordinate with Service Desk onsite services calls for equipment installation and maintenance as needed.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Assist in departmental budget preparation.
- Responsible for departmental vendor transactions and contracts.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of the Information Technology industry and the products and services provided by technology vendors
- Knowledge of contract management and negotiation
- Knowledge of commercial terms (warranties, intellectual property, indemnification) in IT agreements
- Knowledge of financial concepts, such as depreciation schedule, dollar costing and total cost of ownership
- Knowledge of the entire vendor life cycle (sourcing, procurement, vendor management), and how internal roles interact and operate through the duration of vendor engagements
- Knowledge of strategic planning principles
- Knowledge of process improvement principles and practices
- Knowledge of disaster and business recovery practices
- Knowledge of government operations and processes
- Skilled with a distinctive blend of business, information technology, financial and communication
- Skilled at influencing and negotiation in an environment where resources may not be in direct control of this role
- Skilled at analytical, strategic, and conceptual thinking, strategic planning and execution, and a broad understanding of business strategy
- Skilled at customer service, communication, interpersonal and presentation
- Skilled in evaluating quality and reviewing final work products
- Skilled in assessing cost efficiency and effectiveness of municipal operations
- Skilled in identifying and solving problems
- Skilled in working independently or part of a team in delivering excellent customer service
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines
- Skilled in reading, interpreting, applying, authoring and explaining rules, regulations, policies, and procedures
- Skilled in preparing clear and concise reports
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in operating a computer and related software applications
- Skilled in communicating effectively with a variety of individuals
- Skilled in successfully managing vendors/third parties, including, but not limited to, policies, performance, vendor risk, relationships, contracts, and issue and dispute resolution
- Ability to work effectively in a collaborative environment and foster teamwork across all levels of the organization
- Ability to manage multiple work streams with input from resources from a variety of teams, delivering high quality, on budget, within schedule solutions as an IS service.
- Ability to influence without authority and collaborate with internal lines of business and stakeholders

- Ability to clearly articulate the business value proposition for all IS enabled initiatives.
- Ability to develop and execute a strategic resource plan
- Ability to work effectively in a collaborative environment and foster teamwork across all levels of the organization
- Ability to manage multiple work streams with input from resources from a variety of teams, delivering high quality, on budget, within schedule solutions as an information technology service

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Computer Science or Business Management, or a related field.
- 5 years of experience in a vendor management or contract management supervisory role
- Security+ certification or equivalent upon management approval within 6 months of employment
- ITIL Certification within 12 months of employment
- CPSM within 24 months of employment
- Must qualify for and maintain compliance with Criminal Justice Information Systems access requirements
- Must possess or be able to obtain and maintain a valid Texas driver's license

PREFERENCES:

- Experience with State and Local government contracts for technology products and services

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity
- Occasional climbing, balancing, stooping, kneeling, and crouching
- Sedentary office and outdoors work environments
- Occasional lifting and carrying up to 50 pounds
- Work may be performed in a data-center environment, involving loud noise and temperature irregularity
- Work both indoors and outdoors and are exposed to cold and hot temperatures, constant noise, fume/odor hazards, road hazards, heights, and mechanical and electrical hazards.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.