

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Technology Acquisitions Analyst

DEFINITION:

Researches, analyzes, defines and processes all SDCOE computer-related hardware and software purchases; provides advice regarding hardware, software and networking needs; performs duties associated with the purchasing and negotiating of materials, supplies, equipment, contracts, leases and services used by SDCOE.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Provides documentation/specifications for all hardware and software purchases for SDCOE including computers, servers, printers, workstations, network items and projection systems.

Researches, analyzes and defines product needs.

Communicates with and visits outside vendors to analyze and evaluate products offered, and schedule on-site product demonstrations.

Assures product compatibility and prepares detailed specifications.

Opens and conducts bid processes.

Using purchasing regulations, recommends vendor to receive bid award.

Communicates with SDCOE staff, vendors and contractors regarding purchasing problems, licensing issues, repairs, warranties and returns.

Conducts bid procedures and recommends supplier contract awards.

Evaluates needs and advises SDCOE and school district staff regarding hardware, software and networking needs; recommends solutions, explains associated costs, and provides advice regarding acquisition processes.

Represents the SDCOE Purchasing Department at meetings and serves on committees as required.

Provides support in review of technology contracts.

Tracks and processes real property leases for the County Office to include preparation of board documentation and coordination with various departments to facilitate needs through the entire lease lifecycle.

Performs tasks associated with SDCOE inventory tracking needs and annual inventory reporting.

Acts as a backup in buyer's absence for buyer duties.

Takes the lead in all on-line purchasing activities.

Serves as the Internal Business point-of-contact for purchasing regarding PeopleSoft and related questions; provides guidance to other SDCOE contacts with needs as presented; manages the HEAT ticket process for purchasing items.

NON-ESSENTIAL FUNCTIONS:

Performs technical and other job-related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A combination of education and experience which clearly demonstrates possession of the knowledge and abilities detailed below. A typical qualifying background would include: formal training in the fields of public or business administration, computer science or information systems; work experience performing network and computer equipment and applications needs assessments, and substantial work experience involving the application of purchasing practices and procedures. Experience configuring and installing computer and network equipment and applications is preferred.

KNOWLEDGE AND ABILITIES:

THOROUGH KNOWLEDGE OF:

Purchasing practices and procedures, including the competitive bid system, cost comparison and analysis

Financial recordkeeping practices pertaining to purchasing and billing

Use of computerized accounting systems

Computer and network hardware and software

Computer data communication concepts, capabilities and methods

~~Utilizing~~ Accounting terminology, codes and classifications

Requirements and procedures for configuring computer and network equipment, and system-level and commercially packaged software is preferred

ABILITY TO:

Analyze and summarize accounting data

Research, analyze and define hardware, software and network product needs, including compatibility considerations

Independently analyze needs/problems and recommend or implement solutions

Work effectively with all levels of staff

Communicate effectively orally and in writing

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

Install computer equipment, and system-level and commercially packaged software is preferred

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting.

Must be able to hear and speak to exchange information in person and on the telephone; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally; lift light objects.

Established: 8/97

Revised: 10/04; 2/15