

**FRANKLIN COUNTY DATA CENTER**  
Job Posting: IT Procurement Governance and Vendor Analyst

**ANNUAL SALARY: \$58,982-\$76,677 \*\*Excellent Benefits Package**

## **SUMMARY**

The IT Procurement Governance and Vendor Analyst will enable the Franklin County Data Center (FCDC) to control costs and drive service excellence while mitigating risk and increasing return on investment (ROI). This role is responsible for a full range of functions in the Franklin County Information Technology (IT) procurement process, including governance of a multi-tenant procurement environment, pre-solicitation, solicitation/award and post-award contract administration for FCDC. Develops and serves as administrator for Request for Proposals (RFPs) or Requests for Qualifications (RFQs), contract administration and Key Performance Indicators (KPIs) / contract deliverables for FCDC. The IT Procurement Governance and Vendor Analyst acts as a vendor performance manager, conducting vendor and IT trend research, ROI analysis - renegotiating SLA as necessary, and ensuring performance meets expectations and remains in compliance with deliverables schedules. A tenacious, self-motivated person with the ability to self-manage and effectively influence in a highly matrix organization is required. Must successfully complete 180-day probationary period.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Understand current IT market trends, forecast future needs and research vendor's ability to meet those needs while continually analyzing industry data to maximize Franklin County's ROI.
- Assist with the administration of technology-related RFP and RFQ documents in accordance with the Franklin County Purchasing Policy and industry best practices.
- Access General Services Administration (GSA) Federal Acquisition Services and State of Ohio -State Term Schedule (STS) agreements, verify compliance and negotiated baseline price.
- Responsible for establishing a robust vendor performance management program, to include performance metrics tracking with dashboards and scorecards, reporting performance measures, and making recommendations for solutions that improve overall performance.
- Track obligations and deliverables for contracts and FCDC service agreement KPIs to ensure that Service Level Agreements (SLAs) are fulfilled and that accurate, timely payments are made. Ensure that vendors perform root-cause analysis for failed performance metrics and that correction actions are implemented to resolve performance issues.
- Provide oversight for special deliverables-based projects offered by external service providers, under the direction of Director of Financial Services
- Provide input to evaluate and select countywide IT procurements.
- Conduct audits of countywide IT procurements to ensure software optimization as well as effectiveness and efficiency of IT purchases.

- Determine total cost of ownership and vet multiple options and provide value analysis to key stakeholders.
- Work with IT leadership to ensure technical needs are obtained or source alternatives to mitigate gaps and risk.
- Leverage interpersonal strengths to drive change, manage issues and risks, and maximize efficiency.
- Tackle FCDC accounting and finance special projects as assigned by the Director of Financial Services, meeting deliverables and deadlines consistently.
- Effectively influence in a highly matrixed organization.
- Accomplish goals with little supervision and oversight.
- Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

May be required to provide oversight and training to others regarding the procurement process.

## **QUALIFICATIONS**

- Experience in IT procurement, vendor management, finance/ accounting preferably in an IT environment or matrixed organization.
- Strong organizational skills and exceptional attention to detail.
- Strong process management skills with emphasis on managing multiple vendors and contracts with demanding deadlines and in a fast-paced environment.
- General knowledge of IT concepts and systems.
- Ability to analyze requirements, assess risk and propose solutions on complex initiatives.
- Strong negotiation, collaboration and interpersonal communication skills.
- Must possess strong business acumen, including decisiveness.
- Ability to manage conflicting stakeholder needs and wants, deciphering requirements versus “nice to have”.
- Excellent attention to detail and documentation skills.
- Strong verbal and written communication skills including the ability to prepare business cases, impact analyses and contracts.
- Excellent relationship building skills to work collaboratively to meet business objectives.
- Demonstrated ability to execute quality output with sound prioritization and timeliness.

## **EDUCATION and/or EXPERIENCE**

A bachelor's degree in business, marketing, finance/ accounting or information technology field preferred. A minimum of two years' experience in an IT environment or an equivalent combination of relevant education and experience.

## **LANGUAGE SKILLS**

Excellent written and verbal communication skills are required. Ability to read and analyze and interpret complex performance data. Ability to prepare reports and effectively present complex technical and financial information to executive level management and the general public.

## **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

N/A

May be required to obtain job-related certification upon successful completion of the probationary period.

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

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee will be frequently be required to use a computer keyboard. The employee is occasionally required to stand, walk, and climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of work in this position will be performed in an office environment. The noise level in the work environment is usually moderate.

Employee, in this FLSA Exempt position, may be required to work extra hours including nights, weekends, and holidays as necessary to meet job requirements.

### **Data Center Benefits Summary:**

**Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement**  
Send resume, references, and salary requirements to:

**FRANKLIN COUNTY DATA CENTER**

**Attn: Jessica Wilkins-Bibbs**



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