

#00249 IT Sourcing Specialist

Salary Range \$66,900- \$90,000

Please apply to [https://www.abc.virginia.gov/jobs/public/positionOpening\\_list.do](https://www.abc.virginia.gov/jobs/public/positionOpening_list.do)

### **Join Our Team Crafted of Virginia's Top Shelf Talent!**

Virginia Alcoholic Beverage Control Authority is a multi-faceted and progressive state organization seeking a highly motivated, energetic IT Sourcing Specialist, with a passion for excellence in their quality of work to join the Procurement Division.

This position procures designated goods and services (to include information technology) for the Department in accordance with VABC policies and procedures. The position develops and administers contractual service agreements; and ensures compliance with contractual requirements; analyzes requisitions and procures requested goods and services using the most efficient method of procurement; may prepare written solicitations; evaluates responses and makes awards; negotiates with vendors.

The incumbent for this position also delivers the “service” aspect of the mission primarily through internal services, such as timely and value-added procurement processing. They support the “revenue” aspect of the mission by ensuring goods and services are procured in a timely and cost-effective manner. Additionally, they address the “control” aspect of the mission by ensuring compliance with VA ABC policies and procedures.

#### **Our Mission**

*Virginia ABC generates a reliable stream of revenue for Virginia and promotes public safety through the responsible sale and regulation of alcoholic beverages.*

#### **Our Vision**

*To bring good spirits and excellent service to Virginia.*

#### **Our Values**

*Accountability – Service – Integrity – Performance Excellence*

*We offer:*

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- *Excellent work/life balance*
- *Average work week is 40 hours*
- *14 paid Holidays and PTO earned every 2 weeks worked*
- *Affordable Healthcare with employer contributions*
- *Virginia Retirement System (VRS) benefits*
- *College Tuition Reimbursement program*

*Authority employees are covered under the Commonwealth's benefits package and VRS. However, Authority employees are exempt from the Virginia Personnel Act and the Virginia Public Procurement Act. To find out more about VA ABC visit our website: <https://www.abc.virginia.gov/about/agency-overview>.*

### **ESSENTIAL JOB FUNCTIONS**

Analyzes assigned requisitions for various goods & services (to include hardware/software), procures same in compliance with the Authority policies and procedures using all methods of procurement.

Develops recommendations to management when exceptions to policy are necessary.

Investigates, resolves, and reports non-routine or complex procurement related issues.

Negotiates with vendors to achieve the best value for the Commonwealth.

Develops and maintains various types of contractual agreements/term contracts for professional and non-professional services, and goods in compliance with the Authority policies and procedures.

Interview and negotiate with vendors to stay abreast of availability of products, price trends, and market conditions to minimize problems in the purchasing process.

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Request information from other public bodies and professional organizations about products and services in the market, including targeting small, women and minority owned businesses (SWAM), encouraging all to become eVA registered.

Provide standardized, organized, complete and thorough information and recommendations to all appropriate stakeholders concerning product and service availability, sources of supply, known vendor performance, pricing, available cooperative contracts, alternatives etc.

Aids section and management as needed and assists employees in the proper procurement process.

Provides frequent updates of procurement statuses.

Mentors less senior Procurement staff and serves as an additional resource to them.

### **MINIMUM QUALIFICATIONS AND SKILLS**

- Advanced knowledge of advanced principles and techniques of procurement.
- Knowledge of automated purchasing processes including electronic requisitioning, purchase orders, etc.
- Proficient PC skills for word processing, spreadsheets, (Microsoft Office Suite) and automated purchasing software.
- Demonstrated skills in developing, issuing, and evaluating solicitations for goods and services.
- Demonstrated skills in technical and non-technical writing requirements and specifications.
- Math, analytical, organizational, and problem-solving skills; and the ability to compile accurate data.

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- (2) Two years of experience in procurement/ strategic sourcing of goods and services.
- Experience in complex IT procurements.
- Experience in market research and evaluating market trends.
- Experience in planning and leading complex negotiations and service level agreements.
- Demonstrated ability to lead/manage projects or processes that involve cross divisional internal agency personnel as well as external personnel.
- Demonstrated ability to interpret and apply policies and procedures; negotiate with vendors; and advise departmental personnel in procurement activities.
- Demonstrated ability to interpret specifications, negotiate highly technical contracts, and act as a liaison with suppliers and all stakeholders.
- Ability to plan, manage, coordinate, and prioritize multiple and varied assignments.
- Aptitude in decision-making and working with financial records.
- Maintain a professional attitude, teach, and train agencies, public bodies, suppliers, and procurement staff are essential.
- Demonstrated and effective oral and written communication skills are essential.

### **PREFERRED QUALIFICATIONS**

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- Experience and knowledge of the practices and procedures for governmental purchasing as well as strategic sourcing principles and practices.
- 2+ years in IT Procurement preferred.
- Bachelor's degree (BA or BS) in Business Administration or related field; or equivalent work experience.
- Working experience with Commonwealth's e-Procurement system eVA preferred.

***\*\*Telework is at the supervisor's discretion.***

***\*The selected candidate must complete a Statement of Economic Interest as a condition of employment (VA Code 2.2-3114).***

***Virginia Alcoholic Beverage Control Authority has relocated to 7450 Freight Way, Mechanicsville, VA 23116.***

***VA ABC is a Military-Friendly Employer, is V3 Certified, and embraces Diversity, Equity, and Inclusion.***