



Department of Administrative Services JOB ANNOUNCEMENT

ANNOUNCEMENT #:	200915
JOB TITLE:	IT Category Manager – State Purchasing
LOCATION:	200 Piedmont Avenue, West Tower; Atlanta, GA 30334
APPLICATION DEADLINE:	Open until filled
WHO MAY APPLY:	All Applicants
PAY GRADE:	19 (Position may be eligible for alternative work schedule)
MINIMUM SALARY:	\$4,347.71 per month (salary commensurate with experience)

GENERAL DESCRIPTION:

Join the Department of Administrative Services – State Purchasing Division, Strategic Sourcing team and help drive best-in-class sourcing strategies for the State of Georgia, which spends \$4 billion annually to provide the goods and services to support government infrastructure.

As a member of the Strategic Sourcing team, you will have the opportunity to own and supervise the IT Category group geared toward cost reduction and process optimization while exercising your knowledge of multiple sub-categories with a major category of spend.

The Category Manager we seek will be dynamic, progressive, and collaborative; in a work environment that is vibrant, fast moving and stimulating. She/he will supervise a team of procurement professionals responsible for achieving target savings and performances for the IT category, developing and executing procurement strategies that are designed to maximize customer satisfaction and minimize cost for the assigned categories within the category, and developing and maintaining strong working relationships with internal and external stakeholders.

Job Responsibilities:

- Set sourcing strategy based on overall procurement objectives, customer needs, supply market dynamics, technological changes in the marketplace and other relevant factors.
- Identify and finalize target savings for assigned category.
- Manage and foster key relationships within category of responsibility with both internal personnel and external customers.
- Deliver year to year cost reductions and maximize the total cost of ownership.
- Populate category dashboards to report and track category performance.
- Lead negotiations and drive for the best optimized value proposition (life-cycle management, TCO, value stream mapping, etc.)
- Monitors the life of contract to anticipate expiration dates and determine applicable strategies.
- Exhibit proactive communication; assess the need for immediate action.

- Provide guidance, leadership and category expertise to peers and peer groups.
- Develop, mentor, and coach subordinates to execute strategies while building/elevating skills sets and career advancement.
- Supervise the development of Request for Quotes (RFQ's), Request for Proposals (RFP's) and other solicitation documents based on specified sourcing strategies.
- Seek and share best practices (market analysis, cost modeling, risk analysis, benchmarking, eRFx, etc.) while developing synergies within the State Purchasing Division and with key stakeholders across the State's enterprise.
- Ensures that procurement activities are conducted in a professional and ethical manner.
- Manage resource allocation within category activities and special projects within the group.
- Excellent and demonstrated negotiations skills. Demonstrates strong decision making skills and makes decisions that are consistent with the overall mission and goals of State Purchasing.
- Answers protests and/or vendor questions for specific solicitations in accordance with established timeframes.

Required Knowledge, Skills, and Abilities

- Strong oral, written communication and presentation skills
- Strong interpersonal skills
- Strong people management skills (managing, motivating, developing staff)
- Ability to effectively work with internal and external stakeholders
- Strong decision making skills
- Strong category and general procurement background
- Knowledge of pricing and negotiations
- Knowledge of major supply markets, categories, and products
- Ability to think strategically
- Familiarity with PeopleSoft 9.0
- Familiarity with catalog management

MINIMUM ENTRY QUALIFICATIONS:

- Completion of a Masters degree in business administration or public administration from an accredited college or university AND three (3) years of professional procurement/sourcing experience, two years of which were in a managerial/supervisory capacity;
- OR completion of a four-year degree from an accredited college or university AND five years of professional procurement/sourcing experience, two years of which were in a managerial/supervisory capacity;
- OR nine (9) years of professional procurement/sourcing experience, two years of which were in a managerial/supervisory capacity;
- OR two years as an Associate Category Manager.

PREFERRED QUALIFICATIONS: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Certification as a Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Associate Contracts Manager (CACM), Certified Professional Contracts Manager (CPCM), or a Certified Purchasing Manager (CPM or CPSM).
- Prior government procurement experience
- E-Sourcing experience
- Experience using PeopleSoft Financials 7.2 or 8.8 or 9.0
- Procurement/sourcing experience in Information Technology.
- Familiarity with catalog management

- SharePoint experience

HOW TO APPLY: All applicants must submit

- A completed State of Georgia application, obtained from the DOAS website: www.doas.ga.gov; resume, and salary history from three (3) most recent positions.
- Applications & resumes should be emailed to: recruiter@doas.ga.gov or faxed to 404-463-3699.
- Please reference the job title or announcement number for which you are applying.
- Please include salary requirements on your resume.
- **Applications/resumes received without a job title, announcement number or salary history will be considered unsolicited applications and will not be reviewed.**

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