

Procurement Services Director

ITS' Procurement Services Division is seeking a qualified person to fill the role of Procurement Services Division Director (Information Technology Manager IV). This role is part of and works closely with others on the ITS Executive Management Team and acts as the subject matter expert related to state procurement and policy for information technology purchases in state government. This position provides divisional oversight and manages 30+ procurement professionals including Team Leads and Technology Consultants. The Procurement Services Director interfaces with customer agencies and the ITS Board to ensure that purchasing laws are followed and that customer agency needs are met through the best and most cost-effective solutions. This position works closely with contracts and contract law in conjunction with legal counsel. The Procurement Services Director is responsible for managing the administration of statewide procurement and contract administration programs.

Job Duties

- Defines the strategic direction and goals of the Procurement Services Division;
- Provides oversight of the work performed by the Procurement Services Division in order to ensure that customers' needs are being met with the best and most cost-effective technology solutions;
- Collaborates with ITS Board, ITS Executive Director, Chief Administrative Officer, ITS Executive Management, Procurement Team Leads, and agencies and vendors;
- Manages and directs the daily activities of the Procurement Services Division;
- Provides enterprise procurement function for state government for information technology services, hardware, and software solutions;
- Establishes, maintains, updates, and monitors policies and procedures in accordance with public purchasing laws and statutes;
- Acts as high level liaison between ITS, customers, and vendors to manage expectations, resolve issues, and solicit feedback;
- Participates in cross-divisional initiatives to accomplish agency-wide goals including budgeting, recruitment, staffing, and performance measures; and
- Assists in managing team workload by assigning new IT projects and setting expectations and goals for the division.

Preferred Skills

- Strong leadership skills and the ability to delegate and assign responsibilities efficiently and effectively for a staff of 30+;
- Ability to work independently in directing and setting goals for the Procurement Services Division in conjunction with direction from the ITS Executive Director and Chief Administrative Officer;
- Knowledge of and experience in state purchasing laws and procurement policies to ensure compliance within the Procurement Services Division;
- Strong attention to detail and decision-making ability in attaining divisional goals and initiatives;
- Strong interpersonal skills in interacting with customers, vendors, and staff;
- A proactive attitude to set the tone in leadership and morale within the Procurement Services Division;
- Ability to work within outlined standards, policies, and statute;
- Ability to manage multiple tasks and projects quickly and efficiently while prioritizing projects in a fast-paced dynamic environment.

Qualifications

Qualified candidates should have the following qualifications for education and experience in order to be considered for this position:

- Minimum 10-12+ years of IT experience in multiple functions and IT leadership roles;
- Bachelor's degree;
- Special consideration will be given to candidates with a background or degree in information technology, purchasing, project management, law, or a related field.

Additional Information

- Flexible Schedules
- Remote Work Policy for Eligible Employees
- Benefits: Health, Life, Dental, Vision, and other supplemental policies available
- Paid State Holidays
- Paid Personal and Medical Leave
- State Retirement Plan (PERS)
- Employee Assistance Program (EAP)

Salary: \$101,657.06-\$138,761.89 per year

Interested applicants should email their resume to recruiting@its.ms.gov and include the position title in the email's Subject Line: Procurement Services Director.