

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodation for otherwise qualified individuals with disabilities.

Job Title: Information Technology Contract Management

Position Number: 2 0 0 2 3

Location: Helena

Department: Transportation

Division and Bureau: Information Services Division

Section and Unit:

Job Overview:

The Information Technology Contract Manager's role is responsible for managing the contract lifecycle of all department contracts involving IT components (software, hardware, data collection, interfaces, and data exchanges.) Duties include providing centralized expertise, direction, and technical assistance in writing, negotiating, implementing, and managing Information Technology contracts, including monitoring contractor performance for compliance with contract terms. This position reports to the Information Services Division Administrator.

Essential Functions (Major Duties or Responsibilities):

Information Technology Contract Management – 95%

- Work with ISD senior management, MDT business divisions, and districts, to track, oversee, and manage agency contracts involving Information Technology components.
- Collaborate with legal teams (agency and Department of Administration staff), vendors, and relevant stakeholders to negotiate, draft, and review Information Technology contracts (including renewals and amendments), involving cloud service providers, software and hardware vendors, and third-party vendors.
- Fully understand and manage contract agreement language and expectations, including reviewing deliverables before contracts are paid or renewed.
- Develop and maintain performance metrics to track the effectiveness and efficiency of Information Technology contracts and vendor performance.
- Regularly assess vendor performance and conduct vendor audits to ensure compliance with contractual obligations and service-level agreements (SLAs).

- Prepare regular reports and updates for management on contract status, compliance, and cost optimization initiatives.
- Act as a point of contact for all information technology contract matters, providing guidance and support to internal stakeholders, including IT teams, business units, and executive team.
- Develop and manage a central repository of Information Technology contract and vendor information.
- Assist with all aspects of formal Information Technology procurements including Information Technology Procurement Requests (ITPR's), Limited Solicitations, Information for Bids (IFB's), and Request for Proposals (RFP's).
- Researches, analyzes, and implements State government operations and acquisition/contract management law, regulations, and practices related to Information Technology.
- Assist ISD senior management with planning budget expenditures as it relates to existing and future Information Technology contracts.

Other Duties – 5%

Performs any additional duties identified by the Supervisor in support of the Department mission and objectives. Participates in on-going training and educational opportunities as applicable.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

This position functions in a typical office environment.

Knowledge, Skills, and Abilities (Behaviors):

- Writing contracts
- Contract management and compliance
- Vendor management
- Knowledge of state government operations
- Establishing and maintaining effective working relationships with Department staff and managers
- Working knowledge of the theories, principles, and practices of information technology
- Ability to understand legal terms and conditions, ensuring compliance and risk mitigation
- Conflict resolution and customer service
- Excellent negotiation, communication, and interpersonal skills
- Excellent written and verbal communication
- Ability to make informed decisions
- Ability to meet inflexible deadlines
- Demands for accuracy in all aspects of work
- Use of DocuSign to execute Contracts and amendments

- Attention to detail
- Aptitude for learning

Other Skills and Abilities

The required skills and abilities for this position include strong interpersonal and communication skills; active listening; analytical and problem-solving abilities; critical thinking; creativity; deductive and inductive reasoning; research and data analysis; relationship building; reading comprehension; time management; attention to detail; and ability to work in a team-oriented, collaborative environment.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor’s Degree in Business Administration, Business Management, Accounting, or Finance.

This position requires a minimum of 2 years’ experience in contract management with an emphasis on Information Technology contracts. Prior experience with State Government Information Technology contracts is preferred, but not required.

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

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|---|--|
| <input checked="" type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver’s license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| <input checked="" type="checkbox"/> MFPE Union Code | <input type="checkbox"/> Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Project Management Specialist 2 Job Code Number: B1J032

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- | | |
|--|--|
| <input type="checkbox"/> FLSA Exempt | <input checked="" type="checkbox"/> FLSA Non-Exempt |
| <input checked="" type="checkbox"/> Telework Available | <input type="checkbox"/> Telework Not Available |
| <input type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached |

Human Resources:

Signature

Title

Date

