Position Description

Requisition #  03020352
Position Number:  02007762
Dept:  ENT APPS & INFRASTRUCTURE SVCS - 061419
Position:  Software Contract/License Analyst
Approved Payroll Title Code:  7584
Approved Payroll Title:  BUS SYS ANL 3
Approved MSP Salary Grade:  
Approved PSS Salary Grade:  PSS22

POSITION DETAILS

Job Summary:  Under limited supervision, provides expertise, guidance and advice to Campus IT leaders, Campus committees and the UC system on strategic licensing agreements and decisions. Directs the Software License Coordination (SLC) unit and acts as a liaison between the unit, campus and UC system for contracting needs as well as updates on existing contracts.

Campus Job Scope:  The mission of Information and Educational Technology (IET) is to create and support an information technology environment that enhances the ability of the UC Davis community to teach, do research and provide public service. In support of the University's mission, IET will deliver an infrastructure of technological services appropriate to the requirements of the campus community.

Department Specific Job Scope:  

Positions Supervised:  NA

Essential Responsibilities:  70% CAMPUS & UC-WIDE SOFTWARE LICENSING & PROJECTS
Prior to expiration, negotiate perpetual and term license agreements for campus. Include requirements needed based on necessity and business needs. Manage and address software compliance and inventory. Manage contracts and relationships with outside vendors. Review IT resource expenditure and volume purchase agreements (hardware and software). Develop, implement, and oversee project plans, make decisions, and coordinate and communicate with the
campus and UC-system. Research, draft, prepare and propose recommendations and data analysis. Summarize proposals and decisions with supervisor. Create documentation and ensure all project documents and plans are maintained and auditable. Assist in leading campus and UC-wide initiatives, focusing on major, enterprise-wide projects that are mission critical, cross organizational boundaries, and often involve UC Davis heads of IT, advisory committees, and representatives of wide-ranging constituencies. In coordination with the EAIS Director and the Supervisor, represent the UC Davis on the UC-wide UC Software and Service group to and with other UC campuses. Develop and communicate strategies, recommendations, and resolutions to non-technical and technical campus community, UC system, and higher education forums. Analyze need for formal documentation and produce RFP/RFQ/RFI and other business documents.

20% CONTRACT & SOFTWARE PROCESS IMPLEMENTATION & BUDGET ANALYSIS:
Update, maintain and manage software database. Negotiate cost-effective changes (hardware and software), based on a present and future needs analysis. Maximize value creation and costs for software licensing and maintenance. Prepare cost comparisons. Identify savings opportunities for renewals, software licensing, and software as a service. Ensure a regular review of all acquisition and financial processes from negotiations, to campus commitments, to final price, billing and cost recovery. Develop and help institute pricing and the distribution strategies. Review existing and/or assist in the development of new processes. Analyze and prepare reports on business needs for licensing. Document procedures and processes of software purchasing lifecycle and products.

10% SPECIAL PROJECTS AND ASSIGNMENTS:
Assist and/or advise workgroups, department, or division with special software and training related projects. Work on short-term and long-term assignments within the division.

Use computer equipment and work with clients via telephone for extended periods of time.

Travel between campus and off campus locations.

Valid California Drivers License- University to monitor driving record. Employee will be subject to the California Department of Motor Vehicles (Pull Notice System).
Work alternate or extended hours on short notice.

Vacation restrictions may apply during busy/critical times of the year.

Work in a busy office environment with frequent interruptions.

Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, report any workplace safety issues promptly to their supervisor, or the designated safety coordinator.

UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.

Background Check: Yes

QUALIFICATIONS

Minimum Qualifications:

Experience with computer software agreements, information and other technology requirements.

Experience with negotiating and managing contracts.

Experience evaluating evolving policies, business requirements, and technologies in making recommendations for purchase.

Experience developing strategies.

Written and interpersonal communication and diplomacy skills to interact with others.

Experience in gathering and presenting data on software purchasing, licensing and contracts (e.g., actual costs, recovery amount, usage, competitive pricing, trends)

Experience to organize, format, and express ideas -clearly and concisely during high-impact discussions.

Organizational skills to prioritize and complete work.

Knowledge of computers, operating systems, software, and terminology.
Excellent organizational and analytical skills.

Experience writing high-level correspondence; articles; reports; policies and procedures; agreements, RFP/RFQ/RFI, and business requirement documents.

Knowledge of IT Software Asset Management.

Word processing, HTML and some database skills to keep the website current.

Experience making high level decisions to identify and interpret business, campus, and UC system-wide needs for computer software agreements, information, and other technology-related requirements.

Experience to gather and present appropriate data (e.g., actual costs, recovery amount, usage, pricing, competitive pricing, trends) based on an understanding of the missions and operations of campus (entire or departmental) and/or UC system.

Experience and skills to prepare and present information, recommendations, and strategies to all levels of the enterprise UCOP, and other institutions of higher education and audiences with technical and non-technical backgrounds.

Experience to organize, format, and express ideas assertively, clearly and concisely during high-impact discussions.

**Expectations**

- Demonstrate commitment and support of the UC Davis Principles of Community.
- Maintain competency in a rapidly advancing industry.
- Apply basic organizational skills and self-motivation necessary to maintain and/or upgrade personal knowledge and skills regarding assigned functions and tasks.
- Work effectively with constant interruptions; ability to work simultaneously on several projects independently and to use good judgment in determining priorities.
- Ensure that the website/catalog has current and accurate information at all times.
- Communication skills to effectively present information (oral, written, presentation, documentation), and describe technical
requirements to technical and non-technical audiences
- Effectively interpret and apply department, IET, campus, and University policies, missions, goals, and objectives.
- Accountability for the safekeeping of resources in the employee's care and custody and for following and implementing the cyber-safety guidelines.
- Learn and apply new technology and willingness to develop skills to promote professional growth.
- Demonstrate communication skills using tact and diplomacy for interactions with clients and vendors.
- Attend conferences, classes, and exhibits, maintain involvement in professional groups and associations.
- Independently follow projects through to successful completion with a high degree of quality.
- Use tact and diplomacy for interactions with others.
- Support departmental goal of providing positive, innovative and effective customer service through performance of job functions.
- Work cooperatively and collaboratively with others in support of the mission of UCD.
- Work with a diverse group of people in such a manner as to build high morale and group commitments to goals and objectives.