

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing

POSITION CONTROL NUMBER
13202.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State Purchasing Standards Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
13200.0 State Printing Standards Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>Receives & reviews requisitions from customer agencies for purchase of paper, printed goods & services: determines source of printing, writes & designs technical standards & specifications for competitive bidding of term contracts & one-time procurements; serves as graphic arts expert & contact person to vendors & state agencies (e.g., resolves problems of technical & non-technical nature regarding quality standards, answers questions regarding contracts, encumbering & production techniques in all classifications of printing); coordinates scheduling of deliveries & proofs to agencies; researches & analyzes state's requirement for wide-range of printing supplies, equipment & services; conducts market research (e.g., confers with industry representatives) on continuing basis to discern current & changing industry technology affecting cost & qualitative standards, compares with existing products being suitably used & revises existing product specifications; prepares Invitations to Bid (ITB) based on customer agency needs, specifications, industry trends, state regulations & laws to maximize chances for effective contract award; responds to questions; clarifies ITB concerns with vendors; reviews bids received from vendors; conducts bid openings; evaluates bids to determine most responsive/responsible bidder; reviews bids for compliance with all applicable legislative & administrative requirements; makes award recommendations to supervisor; ensures all term contracts are maintained by issuing addendum as necessary; reviews & records quotes received from vendors & makes recommendations for award; ensures all applicable policies & laws are followed for all procurement actions.</p>	<p>Knowledge of (1) Ohio Revised Code, Sections 125.01 through 125.76, Sections 149.11, 149.13, & Section 9.312, evaluating bid responses*; (2) DAS policies & procedures pertaining to procurement of goods & services*; (3) specification design; (4) market prices/conditions determination; (5) pre-press requirements for print production; (6) different printing processes & cost efficiencies for each process; (7) bid distribution & advertisement*; (8) contract & addendum publication procedures*; (9) processing quote & bid submissions from vendors & evaluating quotes & bids for award; (10) customer relations; (11) state accounting (CAS)*. Skill in (12) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel, electronic communication software). Ability to (13) negotiate resolution by researching & considering all facts; (14) maintain professional business relationship with printing & paper contractors; (15) determine effects of market conditions on bidding process; (16) evaluate agency needs & translate into term or one-time bids & contracts; (17) prepare meaningful concise & accurate reports; (18) respond to & answer routine customer inquiries; (19) use proper research methods in gathering data.</p> <p>*develop after employment</p>

CLASS TITLE
State Purchasing Standards Analyst

CLASS NUMBER
64534

April 11-22-05 al

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhokanji

11-21-05

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Maintains records & provides reports as required: operates personal computer for office use & to communicate with agencies; develops new term contracts based on customer usage, input & industry technology development.	Knowledge of 1* Skill in 12. Ability to 16, 17, 18, 19
10	Responds to complaints from customer agencies regarding vendor performance & negotiates resolution of problems between customer agencies & vendor to satisfy customer & protect business interest of state: maintains open line of communication with key contact persons in customer agencies; advises agency personnel on purchasing procedures, stays current on industry, business & procurement trends through daily contact with vendor representatives & by reading trade journals; accompanies state agency representatives to on-site press inspections at various vendor locations & acts as lead oversight of press production; performs other related duties as assigned (e.g., fixed asset inventory, contact for fundraising). Must obtain & maintain certificate for Certified Professional Public Buyer (CPPB) as issued by Universal Public Purchasing Council within two (2) years of accepting position.	Knowledge of 1*, 10 Ability to 13, 14, 16, 18, 19 <u>Position Specific Minimum Qualifications</u> 18 mos. exp. creating & writing bid specifications; 18 mos. exp. conducting bid analysis to determine award of bid in accordance with applicable laws & policies. *developed after employment

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