

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services

UNIT OR OFFICE
State Purchasing

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
15000.0 State Purchasing Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Oversees & maintains centralized, electronic (i.e., Internet & Intranet accessed through personal computer & web site) State Procurement vendor registration & procurement system (i.e., BuySpeed/ Directors Chair - BSDC): develops & implements policies & procedures relating to BSDC; acts on behalf of administrator as primary business contact for agency customers requesting information, reports & data about BSDC. Analyzes & evaluates business practices & procedures to determine an appropriate structure for web presence; produces reports depicting statistics & trends involving bids, contracts & vendor information & gathers/maintains all BSDC data. Oversees posting bid opportunities, bid documents, contract documents & announcements to web site. Oversees data entry of contract information into Central Accounting System (e.g., purchase orders for one-time bids administered by agency on behalf of customer agency). Responds to inquiries regarding issues (e.g., CAS usage, agency contract information & security clearances). Supervises bid processes & clerical staff who receive & open bid responses, electronically notify term contract vendors of contract awards & amendments & provide clerical support for State Purchasing.	Knowledge of (1) business administration; (2) centralized, electronic (i.e., Internet & Intranet) procurement system (e.g., BSDC); (3) government procurement & bid processes; (4) web site maintenance (i.e., Adobe Acrobat, PDF files, FTP); (5) supervision; (6) public speaking techniques; (7) web site development (e.g., design, navigation); Skill in (8) operation of personal computer & associated hardware (e.g., printers, scanners) & software (e.g., Adobe Acrobat, MS Windows, MS Office, PowerPoint); (9) developing presentation materials (e.g., PowerPoint slide presentations & speaking points, manuals & handouts). Ability to (10) gather, collate & classify information about data, people or things; (11) define problems, collect data, establish facts & draw valid conclusions; (12) communicate verbally & in writing; (13) prepare concise, meaningful & accurate reports.
30	Develops presentation materials (e.g., PowerPoint slide presentations & speaking points, manuals, handouts) for "How to Do Business with the State" & other programs related to BSDC & State Purchasing procedures. Trains internal staff & other state personnel on use of BSDC; answers vendor inquiries in both verbal & written form.	Knowledge of 1, 2, 3, 6 Skill in 8, 9 Ability to 10, 11, 12

OFFICE OF EMPLOYEE SVCS
MAY 17 PM 12:56

POSITION CONTROL NUMBER
15000.3

CLASS TITLE
Administrative Assistant 3

CLASS NUMBER
63123

List Position Numbers and Class Titles of Positions Directly Supervised:

- 15108.0 Clerk 2
- 15110.0 Clerk 2
- 15210.0 Word Proc Spec 2

SIGNATURE OF AGENCY REPRESENTATIVE

Richard M. Hickmang

DATE

0517-04

apd 5-24-04

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10	<p>Monitors BuySpeed/Directors Chair: develops timelines for software upgrades & enhancements to BSDC; communicates technical needs from business prospective to BSDC vendor; obtains price quotes from vendor on system enhancements; tests & upgrades enhancements before implementation into production environment. Coordinates troubleshooting with Management Information System technicians.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of 2, 3, 4 Skill in 8 Ability to 10, 11, 12</p> <p><u>Position Specific Minimum Qualifications</u> 18 mos. exp. or 18 mos. trg. overseeing &/or maintaining centralized, electronic (i.e., Internet &/or Intranet) procurement system; 24 mos. exp. overseeing governmental bid processes; 12 mos. exp. developing presentation materials (e.g., PowerPoint, manuals, hand-outs).</p> <p style="text-align: right;">DAS/OFC OF EMPLOYEE SVCS 04 MAY 17 PM 12:56</p>

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- 15110.0 Clerk 2
- 15210.0 Word Proc Spec 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Heckman 05-17-04