

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
15100.0 State Purchasing Program Manager

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|-----|--|---|
| 100 | <p>Access web sites utilizing various servers. Uses various methods to retrieve data on current industry standards competitive with other contract prices on products & services. Retrieves data from technical material in books, journals, and manuals. Utilizes General Services Administration (GSA). & National Institute Governmental Purchasing (NIGP) state website to obtain comparison pricing. Compiles data from web research & current contracts to compare cost analysis. Develops & formats standardized spreadsheets for data analysis. Maintains quality control on web site; reviews completed state term schedules, renewals & new contracts. Reviews amendments when time permits. Assists with filing & organizing of state term schedules. Assists Purchasing Assistant in maintaining database for email addresses of new contractor's additions & changes, using "hyperlink" in the process. Assists Purchasing Assistant in mailing completed State Term Schedules contract to contractors.</p> | <p>Knowledge of (1) office practices & procedures relating to state term schedule.* Skill in (2) operation of computer & associated hardware software; (e.g., word processing, excel spreadsheet, database). Ability to (3) carry out simple instructions; (4) carry out instructions in written, oral form; (5) use proper research in gathering information; (6) maintain accurate records; (7) proofread technical materials, recognize errors & make corrections; (8) gather, collate & classify information about data, people, or things; (9) sort items into categories according to established methods; (10) arrange items in numerical or alphabetical order; (11) work alone on most tasks.</p> <p>*developed after employment</p> |

POSITION CONTROL NUMBER
15112.0

CLASS TITLE
College Intern

CLASS NUMBER
99940

apd 10-7-04

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hietala 09-22-04