

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION General Services Division
	UNIT OR OFFICE Office of Procurement Services

POSITION CONTROL NUMBER <b>15116.0</b>	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Purchasing Assistant	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 15114.1 State Purchasing Procurement Manager	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:00 a.m. - 3:30 p.m.		Page 1 of 1
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
80	Under immediate supervision, provides office assistance to Procurement Manager & unit staff: prepares & processes procurement bid & contract documents; requests samples or supportive information from bidders; compiles W-9 forms from vendors; assists vendors in completing accounting related documents. Operates personal computer & associated software: develops spreadsheets in Excel & creates formulas to enter & tabulate bid responses & award information; maintains spreadsheet to track procurement functions; enters vendor, purchase order & contract information into Central Accounting System (CAS) database; searches CAS to verify W-9 & other contractor information; uses Microsoft Word to prepare & distribute correspondence to bidders (e.g., disqualification & award notices), type routine memos, form letters, disqualification & re-bid letters; prepares contract reports & proofreads documents.	Knowledge of (1) generally accepted procurement practices; (2) agency & unit purchasing policies & procedures (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) government structure & processes*; (4) public relations; (5) customer service techniques & practices. Skill in (6) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel including simple formulas) (7) the use of databases & Internet to extract information. Ability to (8) count, do basic addition/subtraction, calculate fractions, decimals & percentages; (9) carry out detailed written or oral instructions; (10) apply principles to solve practical, everyday problems; (11) comprehend & record figures accurately & keep accurate records; (12) handle sensitive inquiries from agencies & general public; (13) proofread technical materials, recognize errors & make corrections.	
20	Assists unit staff in reviewing & researching Complaints to Vendors (CTVs): researches facts relating to CTV using all relevant resources (e.g., Internet, databases, & contacts with agency, analyst & vendor); prepares correspondence to notify vendor & complainant of remedy.	Knowledge of 1, 2*, 3*, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, (14) use proper research methods in gathering data; (15) proofread technical materials, recognize errors & make corrections; (16) read contract documents.	
*developed after employment			
List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Richard M. Hickman</i>	
		DATE 03-24-04	

apd 3-31-04 by jcl

CLASS TITLE  
 State Purchasing Assistant  
 CLASS NUMBER  
 64530