

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

Office of Procurement Services

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
State Purchasing Support Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
15100.0 State Purchasing Procurement manager

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	<p>Researches, analyzes &amp; oversees offers submitted by manufacturer or service provider agent, to furnish supplies &amp;/or services under State Term Schedule (STS) program: conducts research to determine if supplies or services are available on existing contracts &amp; if supplies or services have been requested by customer agencies; recommends acceptance or rejection of offer to manager; analyzes offer to ensure that all required documentation is present (e.g. offer letter, terms &amp; conditions, distribution letters, pricing schedules) if not ascertained by Purchasing Assistant; contacts manufacturer or services provider to obtain missing documents; compares offer with other contracts to ensure pricing, terms, conditions &amp; deliverables are comparable; conducts research &amp; negotiates best prices &amp; deliverables possible. Works with manufacturer or service provider to expand participation with Ohio &amp; minority distribution/dealers. Prepares final contract documents using Microsoft Word or similar software, for review, edit &amp; approval by upper management.</p>	<p>Knowledge of (1) Department of Administrative Services state purchasing policies &amp; procedures &amp; Ohio laws &amp; rules pertaining to procurement*; (2) business administration; (3) public relations; (4) purchasing &amp; procurement; (5) value &amp; statistical analysis; (6) data collection &amp; analysis; (7) project management. Skill in (7) operation of personal computer &amp; office system software (e.g. MS Word, Excel, PowerPoint). Ability to (8) conduct research via internet &amp; email; (9) communicate effectively with agencies &amp; public (e.g., telephone, email, correspondence, public speaking); (10) receive &amp; understand directions; (11) read &amp; interpret contracts or similar types of documents; (12) understand basic procurement &amp; contract law*; (13) collect &amp; analyze data; (14) prepare &amp; maintain accurate records &amp; reports; (15) complete routine forms.</p>
15	<p>When requested by upper management, prepares reports, spreadsheets &amp; templates (e.g., graphs, contracts forms) relative to contracts under STS program. Performs various contract related activities using telephone, email or internet systems (e.g., assists vendors in submitting offers, explains various forms &amp; processes). Responds to program inquiries from using agencies, vendors &amp; management. Assists with meetings &amp; vendor training. Attends meetings as assigned by manager (e.g., Central Ohio Organization of Public Purchasers, State Purchasing User Group, National Institute of Governmental Purchasing).</p>	<p>Knowledge of 1 3, 4, 5, 6, 7 Skill in 7 Ability to 8, 9, 10, 11, 12, 13, (16) handle routine &amp; sensitive in-person, telephone &amp; written contacts with customers, vendors, sales representative &amp; other government personnel.</p>
5	<p>Other duties as assigned (e.g., sends printing request to State Printing, sends survey questionnaires to vendors &amp; agencies; performs on-site inspections).</p>	<p>Knowledge of 1 Ability to 9, 10, 13  *developed after employment</p>

POSITION CONTROL NUMBER  
15120.0

CLASS TITLE  
State Purchasing Procurement Support Analyst

CLASS NUMBER  
64533

Open 11-23-06

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*

11/6/06