



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

POSITION NUMBER 20005573 (13100.0)	<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 Management Analyst Supervisor 2	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005651 (15101.0) State Purchasing Contracts Administrator	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		
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	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>		
	<b>%</b>	<b>Job Duties in Order of Importance</b>	<b>Minimum Acceptable Characteristics</b>
20	20	Provides service & support to program customers: administers authority over State Purchasing vendor compliance (e.g., addresses complaints to vendors; documents & investigates circumstances; conducts negotiations between state agency representatives & vendors); provides statutory & policy guidance to agencies regarding copier equipment acquisitions; provides guidance to copier equipment contractors regarding their contractual requirements; acts independently in advising state agencies on proper size, options, & monthly volume commitment for copier equipment; assists agency fiscal offices in completing documentation for copier placements; monitors usage level & make recommendations to agencies regarding appropriate document production methods; provides advice to public officials; serves as liaison with public & private agencies; attends trade shows to stay abreast of new copier technology.	Knowledge of 1*, 2, 3, 4 Skill in 8 Ability to 10, 11, 12, 13, 14, 15, 16
20	20	Develops & implements usage of various evaluation tools, instruments & methodologies needed for effective assessment of CPC program: prepares management reports to track document production costs; provides oversight to copy centers operated by state agencies & inspects facilities; collects production & cost data to determine copy center cost efficiency; prepares &/or revises manuals, policies, programs, proposed rules, regulations &/or directives; works with State Term Schedule team with copier contracts (e.g., contract index numbers STS096 & MMA096) other duties as assigned.	Knowledge of 2, 3, 4, 5, 6, 7 Skill in 8 Ability to 9, 10, 11, 12, 14, 15, 16
		This position is overtime exempt.	*developed after employment.
		List Position Numbers and Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven</i>
			DATE 7/25/07

afad 7-30-07 cl

JOB CODE TITLE  
63216 Management Analyst Supervisor 2