

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Purchasing	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005573	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Cost-Per-Copy Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005651 State Purchasing Contracts Administrator
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Administrative
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.     TO: 5:00 p.m.     Report in location subject to change.			

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Manages Statewide Cost-per-Copy Program & supervises assigned staff involved in establishment of contracts for procurement of supplies & services for office equipment (e.g. copiers, multi-functional print devices, office equipment, furniture & paper): plans, trains, manages & implements policies established for CPC program; handles customer inquiries related to copiers under CPC program; reviews & approves all Requests-to-Purchase for copiers & multi-functional print devices & assists customer agencies in completing Memorandum of Understanding (MOU); collects & analyzes data regarding copiers & multi-functional print devices & recommends most cost-efficient method to make purchase (e.g. purchase, lease, rental, CPC); reviews specifications to ensure that such reflect needs of agency & reflect current technology; develops evaluation criteria for use in bidding documents; responds to agency complaints regarding supplies & services purchased from term contracts & work with respective suppliers to resolve compliance issues.	Knowledge of (1) Department of Administrative Services state purchasing policies & procedures & Ohio laws & rules pertaining to procurement*; (2) business administration; (3) public relations; (4) purchasing & procurement; (5) value & statistical analysis; (6) data collection & analysis; (7) program management; (8) supervision. Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, PowerPoint, Outlook). Ability to (10) conduct research via internet & email; (11) communicate effectively with agencies & public (e.g., telephone, email, correspondence, public speaking); (12) read & interpret contracts or similar types of documents; (13) collect & analyze data; (14) prepare & maintain accurate records & reports; (15) define problems, collect data, establish facts & draw valid conclusions; (16) create & maintain congenial work environment.

\*developed after employment.

april 7-14-09 al

JOB CODE 64536	List Position Numbers & Job Titles of Positions Directly Supervised: 20005654 State Purchasing Procurement Support Analyst 20005669 State Purchasing Standards Analyst 20076236 College Intern	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/13/09
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