

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005583

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: State Purchasing Standards Analyst POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift): **Part-time**
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Receives & reviews requisitions from customer agencies for purchase of paper, printed goods & services; determines source of printing, writes & designs technical standards & specifications for competitive bidding of term contracts & one-time procurements; serves as graphic arts expert & contact person to vendors & state agencies (e.g., resolves problems of technical & non-technical nature regarding quality standards, answers questions regarding contracts, encumbering & production techniques in all classifications of printing); coordinates scheduling of deliveries & proofs to agencies; researches & analyzes state's requirement for wide-range of printing supplies, equipment & services; conducts market research (e.g., confers with industry representatives) on continuing basis to discern current & changing industry technology affecting cost & qualitative standards, compares with existing products being suitably used & revises existing product specifications; prepares Invitations to Bid (ITB) based on customer agency needs, specifications, industry trends, state regulations & laws to maximize chances for effective contract award; responds to questions; clarifies ITB concerns with vendors; reviews bids received from vendors; conducts bid openings via electronic bid submission; evaluates bids to determine most responsive/responsible bidder; reviews bids for compliance with all applicable legislative & administrative requirements; makes award recommendations to supervisor; ensures all term contracts are maintained by issuing addendum as necessary; reviews & records quotes received from vendors & makes recommendations for award; ensures all applicable policies & laws are followed for all procurement actions.	Knowledge of (1) Ohio Revised Code, Sections 125.01 through 125.76, Sections 149.11, 149.13, & Section 9.312, evaluating bid responses*; (2) DAS policies & procedures pertaining to procurement of goods & services*; (3) specification design; (4) market prices/conditions determination; (5) prepress requirements for print production; (6) different printing processes & cost efficiencies for each process; (7) bid distribution & advertisement*; (8) contract & addendum publication procedures*; (9) processing quote & bid submissions from vendors & evaluating quotes & bids for award; (10) customer relations; (11) state accounting (OAKS)*. Skill in (12) operation of a personal computer & associated hardware/software (e.g., MS Word, Excel, electronic communication software). Ability to (13) negotiate resolution by researching & considering all facts; (14) maintain professional business relationship with printing & paper contractors; (15) determine effects of market conditions on bidding process; (16) evaluate agency needs & translate into term or one-time bids & contracts; (17) prepare meaningful concise & accurate reports; (18) respond to & answer routine customer inquiries; (19) use proper research methods in gathering data. *develop after employment

JOB CODE TITLE
State Purchasing Standards Analyst

JOB CODE
64534

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chris Selehya

11/26/14

Apr 12.5.14 (cc)

