

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106125
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20005641	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
USUAL WORKING TITLE OF POSITION State Purchasing Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075575 Deputy Director 5
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential		Bargaining Unit 22
If FLSA Exempt, exemption type: Administrative		Page 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm Report-in location subject to change.		

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Oversees development & enforcement of policies, procedures, directives & guidelines for office & for use by state agencies: approves/ disapproves purchase requisitions received from state agencies, boards, commissions & institutions.	Knowledge of 1*, 2, * 3* 4, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14.
5	Serves as liaison to business community & provided information on purchasing policies, procedures & related programs on behalf of Deputy Director of General Services Division & Director: attends meetings at various committees, boards, & commissions; maintains contact with key staff members from customer agencies to foster customer oriented, proactive working environment in Office of Procurement Services; makes presentations & provides information relative to office.	Knowledge of 1*, 2*, 3*, 4, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14
5	Represents DAS at Ohio Emergency Management Agency during declared disasters: As delegated by Director of DAS, approves & signs contracts for purchases of supplies, materials, equipment, services & building leases to warehouse donated good; assigns staff to assist at State Emergency Operations Center, District Field Office & all other activities as necessary to resolve emergency situation.	Knowledge of 1*, 2*, 3*, 4, 7 Skill in 8 Ability to 8, 9, 10, 11, 12, 13; 14
<u>Training & Development Required to Remain in Class After Employment:</u> Must obtain certified public purchasing officer (CPPO) certification or equivalent within four (4) years of initial date of hire into position or within two (2) years of eligibility, whichever comes first. CPPO certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to obtain or maintain certification is cause for removal. Upon receipt of certification, authorized to sign all contracts, contract amendments, bid/RFP addenda, release & permits & any other documents & correspondence as delegated by Director of Administrative Services.		*developed after employment.

Appd 10.20.10 (au)

JOB CODE 64538	List Position Numbers & Job Titles of Positions Directly Supervised: 20005642 Management Analyst Supervisor 2 20005643 Administrative Assistant 2 20005644 State Purchasing Supervisor 20005647 Management Analyst Supervisor 1 20005651 State Purchasing Contracts Manager 20005658 State Purchasing Procurement Manager 20005679 State Purchasing Procurement Manager 20005681 Management Analyst Supervisor 2	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/a</i>	DATE <i>10/20/10</i>
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