

POSITION DESCRIPTION		AGENCY/DEPT ID 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 See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2
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	
55	Directs & administers procurement activities & support services in Office of Procurement Services (e.g. contract procurement, procurement support, administrative support, cooperative purchasing & community rehabilitation program): formulates policies & procedures for administration of central purchasing functions for state agencies, commissions & institutions; oversees implementation of policies & programs as mandated by legislature or as ordered by Director of the Department of Administrative Services (DAS) or immediate supervisor; on behalf of DAS Director as delegated in writing, approves & signs contracts, release & permits & related procurement documents established by Office of Procurement Services for use by state agencies, departments, institutions, boards & commissions; supervises lower-level managers & administrative support personnel (e.g. approves leave & time reports, initiates & administers discipline, participates in hiring process).		Knowledge of (1) DAS & State Purchasing policies*; (2) laws, rules & regulations related to purchasing (e.g. Ohio Revised Code & Ohio Administrative Code)*; (3) government structure & process*; (4) generally accepted procurement practices (e.g. principles of purchasing, contract negotiation, value analysis, materials handling, inventory & production control, purchasing problems); (5) supervision principles & practices; (6) employee training & development; (7) management. Skill in (8) operation or personal computer & associated hardware/software (e.g. MS Office, purchasing applications). Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) interpret extensive variety of technical material in books, journals & manuals; (11) use statistical analysis; (12) originate & edit technical specifications & term contracts; (13) communicate effectively in written or oral form; (14) develop & maintain good rapport with customer agencies & vendors.	
20	Develops goals & objectives for office of Procurement Services & implements tactics to achieve goals & objectives: assists department with preparation of division budget, performance reports, studies on spending levels & purchasing practices.		Knowledge of 1*, 2*, 3*, 4, 7, (15) accounting & budget development/ management. Skill in 8 Ability to 9, 10, 11, 12, 13, 14. *developed after employment.	
JOB CODE 64538	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 3/11/14	

Apd 3.11.14 (cc)

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106125

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005641

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

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

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00a.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
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 & provides 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 goods; 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 9, 10, 11, 12, 13, 14.
<p><u>TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION 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 contracts, bid/RFP addenda & contract amendments release & permits & any other documents & correspondence as delegated by Director of Administrative Services.</p> <p>This position is unclassified per ORC 124.11 A(9).</p>		
		*developed after employment.

JOB CODE TITLE
State Purchasing Administrator

JOB CODE
64538

List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Chris Sull

DATE

3/11/14

Appl 3.11.14 cc