

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
State Purchasing Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20075575 Deputy Director 5

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. – 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Under administrative direction, directs & administers procurement activities & support services in Office of Procurement Services: 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 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, department, 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 relating 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 of 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	Programs & coordinates procurement of supplies, materials, equipment & services on statewide basis: 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. *developed after employment

POSITION NUMBER
20005641 (15000.0)

JOB CODE TITLE
State Purchasing Administrator

JOB CODE
64538

- List Position Numbers and Class Titles of Positions Directly Supervised:
- 20005643 Administrative Assistant 2
 - 20005651 State Purchasing Contract Manager
 - 20005642 Management Analyst Supervisor 2
 - 20005679 Management Analyst Supervisor 2
 - 20005681 Management Analyst Supervisor 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

4/3/08

april 4-8-08 Bax

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15	With direction from immediate supervisor, 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.
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.	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

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