

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106175
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005642	<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 State Purchasing Procurement Manager		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 checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" 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 1
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 am TO: 5:00 pm Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Manages activities for Office of Procurement Services (OPS) that are associated with OAKS; develops & implements software programs utilized by operational units of office (e.g., PeopleSoft, Omniware, Cognos); supervises assigned staff (e.g., approves leave & timesheets, administers performance evaluations, provides training & development, administers discipline); advises & trains staff on using software programs used in conjunction with OAKS; formulates policies & procedures for implementing software programs for use by operational units of OPS & for all state agencies & institutions & boards & commissions using central procurement process; assists in strategic planning, preparation of goals & objectives, budget, weekly reports, office metrics, annual reports & other reports as mandated by Ohio Revised Code; serves as liaison between Office & other agencies on OAKS related programs (e.g., OBM, OAKS Project Management Office, OIT, DAS-MIS).	Knowledge of (1) business administration; (2) State Procurement Office practices & procedures*; (3) electronic data processing; (4) strategic planning; (5) MIS; (6) database reports design; (7) supervision. Skill in (8) operation of personal computer & related hardware/software (e.g., Word, Access, Excel, PowerPoint, Outlook, PeopleSoft, Omniware*, Cognos*). Ability to (9) develop goals & objectives; (10) prepare meaningful, concise & accurate reports; (11) define problems, collect data, establish facts & draw valid conclusions; (12) establish friendly atmosphere as supervisor of work unit.
20	Oversees & maintains State Procurement vendor registration system, Request to Purchase, bid process, & public records requests: ensures bids & contracts are posted to supplier registration system & State Procurement's website; manages bid process & clerical staff who receive & open bid responses (e.g., paper, electronic).	Knowledge of 1, 2, *, 3, 4, 5, 6, 7 Skill in 8 Ability to 9, 10, 11, 12
20	Develops & implements usage of various evaluation tools needed for effective assessment of activities within office: manages data system programs; collects data; builds databases for preparation of reports; analyzes data for management reporting on activities within Office.	Knowledge of 1, 2, *, 3, 4, 5, 6 Skill in 8 Ability to 9, 10, 11
20	Provides technical direction & assistance in implementation of improvements to central procurement process & new procedures: reviews processes for functionality & efficiency level; evaluates reports & data; conducts user group meetings; develops & implement tactics to meet goals & objectives. Other duties as assigned.	Knowledge of 1, 2*, 3, 4 Skill in 8 Ability to 9, 10, 11

JOB CODE 64536	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 1/11/13

apd 1-15-13 al