

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: Assistant to the Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005641 (15000.0) State Purchasing Administrator

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
45	<p>Acts for Administrator of Procurement Services in handling non-routine administrative duties: assists in formulating policies & procedures for administering purchasing functions for operational units of Office of Procurement Services (i.e., State Purchasing, Cooperative Purchasing, Office of Procurement from Community Rehabilitation Programs, Procurement Support and OAKS) & for all state agencies & institutions & boards & commissions using central procurement process; assist in strategic planning, preparation of goals & objectives, budget, weekly reports, office metrics, annual report & other reports as mandated by Ohio Revised Code; represents Administrator at meetings in their absence; services as liaison between Administrator & subordinates & transmits decisions & directives.</p>	<p>Knowledge of (1) procurement; (2) general management; (3) general office practices; (4) budgets; (5) strategic planning; (6) Ohio procurement laws, rules & procedures* Skill in (7) operation of personal computer & related hardware/software (e.g., Word, Excel, PowerPoint, Outlook) Ability to (8) develop goals & objectives; (9) prepare meaningful, concise & accurate reports; (10) define problems, collect data, establish facts & draw valid conclusions.</p>
35	<p>Performs administrative duties related to Emergency Management Administration: creates policies & procedures applicable to emergency response functions (e.g., Emergency Support Function documents & emergency response plans); assists Administrator on special projects related to emergency response functions; attends emergency response meetings & represents Administrator at these meetings as needed; provides support during emergency events; serves as a liaison between Administrator & other emergency response team members & other state &/or federal agencies involved in emergency.</p>	<p>Knowledge of (11) state emergency response plan (SRP); (12) national response plan (NRP); (13) national incident management system (NIMS); (14) incident command structure (ICS) Skill in 7 Ability to 9, 10</p>
20	<p>Prepares written responses to inquires from various groups (e.g., general public, legislators, media, state agencies, attorneys, state & federal emergency management agencies) regarding central procurement processes &/or emergency response processes. Schedules appointments for Administrator. Other duties as assigned.</p> <p>This position is overtime exempt.</p>	<p>Knowledge of 3 Skill in 7 Ability to 10, (15) write sensitive correspondence; (16) handle sensitive inquires from & contacts with officials & general public.</p> <p>*developed after employment.</p>

POSITION NUMBER
20005643 (15000.3)

JOB CODE TITLE
Administrative Assistant 2

JOB CODE
63122

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

6/14/07

spol 6/26/07 al