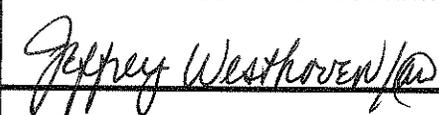


POSITION DESCRIPTION		AGENCY/DEPT ID DAS106175
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005644	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Purchasing Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005641 State Purchasing Administrator	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input 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: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
40	Supervises procurement staff & support positions involved in procurement of goods & services for customer agencies of Office of Procurement Services: establishes work schedule & approves time; holds regular staff meetings; conducts employee training & development; administers performance reviews.		Knowledge of (1) business administration; (2) supervision; (3) agency policies & procedures relating to purchasing*; (4) training & development. Skill in (5) operation of personal computer & related hardware/software (e.g., MS Word, Excel, Outlook, Adobe Acrobat, PeopleSoft, Omnicom). Ability to (6) motivate staff; (7) communicate in verbal, oral & picture form.	
30	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*, (8) centralized, electronic (e.g., Internet & intranet) procurement system (e.g., Omnicom & PeopleSoft); (9) government procurement & bid processes*; (10) website development (e.g., design, navigation). Skill in 5 Ability to 7, (11) gather, collate & classify information about data, people or things.	
10	Assists in developing goals & objectives for unit & office of Procurement Services: prepares & reports on quarterly office metrics to upper management using Cognos reports, excel spreadsheets & various research methods; develops & implements policies & procedures related to supplier bid registration; establishes performance goals for staff & sets expectations; writes & conducts performance reviews timely.		Knowledge of 1, 3* Skill in 5 Ability to 7, 11, (12) prepare concise, meaningful & accurate reports.	
			*developed after employment	
JOB CODE 64535	List Position Numbers & Job Titles of Positions Directly Supervised: 20005677 Clerk 3 20005683 Researcher 2 20006016 Office Assistant 2 20075177 Purchasing Agent		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 1/14/10	

apd 1-14-10 cl

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

POSITION NUMBER 20005644	<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 Purchasing Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005641 State Purchasing Administrator	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input 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 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
10	Responsible for coordination of quarterly State Purchasing User Group meetings: coordinates procurement topics & speakers; reserves conference centers; coordinates presentation materials (e.g., PowerPoint slide presentations, speaking points, handouts); coordinates training programs for Ohio certification; represents office at seminars & trade shows on doing business with state of Ohio; acts on behalf of Chief Procurement Officer &/or Administrator on inquiries for procurement information, reports & data.	Knowledge of 1, (13) project coordination. Skill in 5 Ability to 7, 11, 12, (14) prepare flyers & correspondence; (15) maintain & record figures accurately; (16) carry out detailed written instruction; (17) handle multiple tasks; (18) answer routine telephone inquiries from public.		
10	Oversees public records & fixed assets: manages responses to public records requests from general public; approves quotes from suppliers & invoices payment; oversees Fixed Asset Management & surplus of items; tracks & reports on Request to Purchase submitted by agencies; enters release & permits in OAKS; enters contract data into Equal Opportunity Division Contract Tracking System database.	Knowledge of 1, (19) inventory control. Skill in 5 (e.g., FAMS*) Ability to 11, 12, 15, 16, 17, 18		
<p><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, signature authority may be increased.</p>				
List Position Numbers & Job Titles of Positions Directly Supervised: 20005677 Clerk 3 20005683 Researcher 2 20006016 Office Assistant 2 20075177 Purchasing Agent		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/14/10	

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