100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106175

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Procurement Services	Franklin

POSITION NUMBER 20005645

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
CTV Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005651 State Purchasing Contracts Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00a.m. TO: 5:00p.m. Report in location subject to change.

JOB CODE TITLE
State Purchasing Specialist

JOB CODE
64531

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Reviews contracts in order to evaluate vendor & agency compliance (e.g., quality & delivery requirements, conformance to contract specifications, pricing): receives & logs Complaints to Vendor (CTV's) received from state agencies, boards & commissions regarding vendor performance on Department of Administrative Services' contracts; maintains electronic file (e.g., Excel, Access) in order to record & track all CTV's, supportive documents & response to CTV's; prepares written reports regarding CTV for distribution to management; coordinates & documents initial resolution efforts between contractor & user agency, with assistance of analyst or unit manager.	Knowledge of (1) purchasing/procurement; (2) agency/unit purchasing policies & procedures & applicable laws & rules (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) public relations; (4) customer service techniques & practices. Skill in (5) operation of personal computer & associated software (e.g., MS Word, Excel, including simple formulas, Access); (6) use of database & Internet to extract information. Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) gather, collate & classify information according to established method; (9) calculate fractions, decimals & percentages; (10) write routine correspondence & reports following standard procedures; (11) carry out detailed written or oral instructions; (12) comprehend & record figures accurately; (13) maintain accurate records; (14) apply principles to solve practical, everyday problems.
20	Assists supervisor with quality assurance needs of office (e.g., public relations): routinely visits customers to solicit information in order to improve overall customer service & satisfaction; provides training & education to state agencies on all aspects of procurement process (e.g., proper methods to receive goods & services, inventory control, preparation of specifications); conducts training for individuals & groups as needed.	Knowledge of 1, 2*, 3, 4, (15) inventory control; (16) employee training & development. Skill in 5,6 Ability to 7, 8, 9, 10, 11, 12, 13, 14.
15	Provides support for vendor registration; answers questions; troubleshoots log-in issues & passwords; performs other duties as assigned (e.g., assists with special projects, conducts research, prepares special reports).	Knowledge of 1, 2*, 3, 4 Skill in 5, 6 Ability to 7, 8, 11, 14

* developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 8/18/10

Appd 8·18·10 (au)