

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS106175
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005645	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree												
	USUAL WORKING TITLE OF POSITION CTV Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005642 Management Analyst Supervisor 2												
	<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt  If FLSA Exempt, exemption type:	Bargaining Unit 14  Page 1 of 1											
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m.      TO: 5:00p.m.      Report in location subject to change.														
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>															
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 65%;">Job Duties in Order of Importance</th> <th style="width: 30%;">Knowledge, Skills &amp; Abilities</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; vertical-align: top;">65</td> <td style="vertical-align: top;">                             Reviews contracts in order to evaluate vendor &amp; agency compliance (e.g., quality &amp; delivery requirements, conformance to contract specifications, pricing): receives &amp; logs Complaints to Vendor (CTV's) received from state agencies, boards &amp; commissions regarding vendor performance on Department of Administrative Services' contracts; maintains electronic file (e.g., Excel, Access) in order to record &amp; track all CTV's, supportive documents &amp; response to CTV's; prepares written reports regarding CTV for distribution to management; coordinates &amp; documents initial resolution efforts between contractor &amp; user agency, with assistance of analyst or unit manager.                         </td> <td style="vertical-align: top;">                             Knowledge of (1) purchasing/procurement; (2) agency/unit purchasing policies &amp; procedures &amp; applicable laws &amp; rules (e.g., Ohio Revised Code &amp; Ohio Administrative Code)*; (3) public relations; (4) customer service techniques &amp; practices. Skill in (5) operation of personal computer &amp; associated software (e.g., MS Word, Excel, including simple formulas, Access); (6) use of database &amp; Internet to extract information. Ability to (7) define problems, collect data, establish facts &amp; draw valid conclusions; (8) gather, collate &amp; classify information according to established method; (9) calculate fractions, decimals &amp; percentages; (10) write routine correspondence &amp; reports following standard procedures; (11) carry out detailed written or oral instructions; (12) comprehend &amp; record figures accurately; (13) maintain accurate records; (14) apply principles to solve practical, everyday problems.                         </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">20</td> <td style="vertical-align: top;">                             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 &amp; satisfaction; provides training &amp; education to state agencies on all aspects of procurement process (e.g., proper methods to receive goods &amp; services, inventory control, preparation of specifications); conducts training for individuals &amp; groups as needed.                         </td> <td style="vertical-align: top;">                             Knowledge of 1, 2*, 3, 4, (15) inventory control; (16) employee training &amp; development. 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List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 9/8/09												

april 9-28-09 al

JOB CODE  
64531

JOB CODE TITLE  
State Purchasing Specialist