100-100U

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

POSITION NUMBER 20005648 (15000.8)

JOB CODE TITLE Administrative Assistant 2

JOB CODE 63122

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005686 (15510.0) State Purchasing Procurement Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Assists in program direction by relieving State Purchasing Procurement Manager of non-routine administrative duties related to Competitive Sealed Proposal (CSP) unit: formulates & implements policy; serves as liaison between supervisor & staff; represents supervisor at meetings with staff to discuss rules, policies & procedures; independently responds to complex &/or confidential inquiries; monitors staffing levels of unit to ensure projects are being completed; relays decisions, policies & procedures; researches & analyzes programs & procedures of unit; functions as liaison between customer agencies, state's agent & utility companies on various matters pertaining to utility contracts (e.g., coordinates meetings with state's agent &/or utility companies to discuss contract issues, responds to inquiries from state & other governmental agencies, management & general public about utility program).	Knowledge of (1) public relations; (2) agency policies & procedures*; (3) business administration; (4) Web-based Enterprise Resource Planning (ERP) system (e.g., PeopleSoft); (5) procurement methods & processes. Skill in (6) operation of personal computer & associated software (e.g., MS Word, Excel, Access, PowerPoint, Outlook, Adobe). Ability to (7) navigate & research information on the Internet; (8) maintain sensitive information; (9) collect, sort & prepare information in clear & concise format; (10) deal with difficult vendors or customers; (11) speak in front of groups; (12) work in groups & alone; (13) maintain accurate records; (14) prepare accurate & concise reports; (15) complete mathematical calculations.
30	Oversees & maintains database for utility contracts (e.g., natural gas, electricity): maintains various databases to track utility usage, purchase activity, utility costs, invoices, customer savings, historical data, market trends & utility forecasting; prepares quarterly & end-of-year reports pertaining to utilities; monitors purchase activity & subsequent invoices between customer agencies & contract agent acting on behalf of State.	Knowledge of 1, 2*, 3, 4 Skill in 6 Ability to 7, 8, 9, 10, 12, 13, 14, 15

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven /cc

DATE: 5/28/08

apd 5-30-08 ak

100-100U

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POSITION NUMBER
20005648 (15000.8)

JOB CODE TITLE
Administrative Assistant 2

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County of Employment
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POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005686 (15510.0) State Purchasing Procurement Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Provides administrative support to unit: reviews Request for Proposal (RFP) documents for completeness; conducts research to prepare specifications; returns phone calls; collects data for preparation of reports; performs various other duties supporting operation of CSP unit.	Knowledge of 1, 2*, 3, 5 Skill in 6 Ability to 7, 8, 9, 12, 13
5	Conducts training for agencies & vendors regarding procurement processes, which may require in-state &/or out-of-state overnight travel: schedules training & organizes training sessions (e.g., prepares materials, develops agenda, reserves training room, logs & maintains training information).	Knowledge of 1, 2*, 3, (16) training & development. Skill in 6 Ability to 7, 9, 10, 11, 12, (17) obtain & maintain valid driver's license.

Position Specific Minimum Qualifications

12 mos. trg. or exp. with Web-based Enterprise Resource Planning (ERP) systems (e.g., PeopleSoft);

12 mos. trg. or exp. in providing administrative support, which included exposure to procurement methods & processes.

This position is overtime exempt.

* developed after employment.

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 5/28/08

Appl 5-30-08