

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005651	<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 Procurement Sourcing Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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:	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
JOB CODE TITLE 64537 State Purchasing Contracts Manager	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	45	On behalf of Chief Procurement Officer &/or State Purchasing Administrator, plans, directs & coordinates strategic sourcing functions for procurement processes utilized by Office of Procurement Services: establishes contracts for supplies & services (e.g., Invitations to Bid, Competitive Sealed Proposals, State Term Schedules); develops & implements policies & procedures for administration of strategic sourcing functions for all state agencies & institutions; oversees implementation of programs as mandated by legislature or as ordered by Director of Administrative Services; assists in formulating policies & procedures for administration of central purchasing functions for all state agencies & institutions & assists in overseeing implementation of policies & programs as mandated by legislature or as ordered by Director of Administrative Services; establishes goals & objectives; develops strategic plan; implements tactics for achievement; supervises subordinate supervisory personnel (e.g., approves leave & time reports, initiates & administers discipline, participates in hiring process); reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas; assumes responsibility for all activities of State Purchasing in absence of State Purchasing Administrator.	Knowledge of (1) DAS & State Purchasing policies*, (2) laws, rules & regulations relating to purchasing (e.g., Ohio Revised Code & Ohio Administrative Code)*, (3) governmental structure & process*, (4) generally accepted procurement practices (e.g., principles of purchasing, contract negotiation, value analysis, materials handling, inventory & production control, purchasing problems); (5) supervision principles & practices; (6) employee training & development; (7) management; (8) State Emergency Operation Center protocol*. Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office, purchasing applications). Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) interpret extensive variety of technical material in books, journals & manuals; (12) use statistical analysis; (13) originate & edit technical specifications & term contracts (14) communicate effectively in written & oral form; (15) develop & maintain good rapport with customer agencies & vendors; (16) strategic planning.	
	35	In conjunction with &/or in absence of State Purchasing Administrator, coordinates procurement of supplies & services on statewide basis: approves proper procurement method to acquire supplies, materials, equipment & services requested by state agencies & institutions;	Knowledge of 1*, 2*, 3*, 4, Skill in 9 Ability to 10, 11, 12, 14 *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>G Jeffrey Westhoven/ce</i>	
			DATE 3/14/13	

apd 3-15-13 al

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	USUAL WORKING TITLE OF POSITION Procurement Sourcing Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization
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		If FLSA Exempt, exemption type:	Page 2 of 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	approves bidding documents & related addenda; approves & signs contracts & related amendments for supplies, materials, equipment & services & approves cancellation of bidding documents & contracts within parameters of authority as delegated by Director of Administrative Services; establishes priorities.	
10	Maintains contact with key staff members from customer agencies; fosters customer oriented, proactive working environment in State Purchasing; serves as liaison to business community & provides information on purchasing policies & programs; in absence of State Purchasing Administrator, acts for Chief Procurement Officer & State Purchasing Administrator by attending functions & meetings of various committees, boards & commissions.	Knowledge of 1*, 2*, 3*, 4 (17) public relations; (18) customer service. Ability to 10, 11, 14, 15, (19) handle sensitive inquiries from & contacts with officials & general public.
10	Supports Chief Procurement & State Purchasing Administrator by making presentations & providing information relative to office: assists in preparation of division budget, performance reports, studies on spending levels & purchasing practices & may approve expenditures for State Purchasing; other duties as assigned.	Knowledge of 1*, 2*, 3*, 4, (20) accounting & budget development/management. Ability to 10, 11, 12, 14, (21) prepare meaningful, concise & accurate reports.
<p>TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT</p> <p>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, authorized to sign contracts, bid/RFP addenda & contract amendments release & permits & any other documents & correspondence as delegated by Director of Administrative Services.</p>		
*developed after employment.		

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