100-100R

POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS106175
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005656

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Purchasing Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005642 Management Analyst Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

Page 1 of 1

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 CODE TITLE: State Purchasing Assistant

JOB CODE: 64530

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Provides office assistance to purchasing office by performing variety of purchasing support tasks: enters & updates DAS contract data in OAKS (i.e., creates new contracts from competitive awards, creates items, enters pricing, updates pricing from amendments); generates & distributes purchase orders from requisitions using financial system; updates State Term Schedule status in contract management application (currently Omnicom); scans & uploads supporting documents; E-mails contractors of award & attaches supporting documentation; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	Knowledge of (1) generally accepted procurement practices; * (2) agency & unit purchasing policies & procedures (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) government structure & processes*; (4) technical terminology in appropriate area; (5) public relations; (6) customer service techniques & practices; (7) State Emergency Operations Center protocol* Skill in (8) operation of personal computer & related software/hardware (e.g., MS Word, Excel, Adobe Acrobat, Power Point). Ability to (9) interpret a variety of instructions in written, oral, graphic or schedule form; (10) proofread technical materials & electronic materials, recognize errors & make corrections.
30	Performs specialized clerical functions for Procurement Services: receives & processes sealed bids from vendor community, courier or U.S. mail; opens bid with representative from Auditor of State; records bid data & other relevant information; verifies EDGE/MBE status; logs statistics into excel spreadsheet; distributes bids & bid folder to appropriate buyer; assists vendors in person or by telephone; provides verbal instructions on steps to complete on-line registration process (e.g., registration modifications, password activation); assist agencies with using State Procurement website & finding requested information; filing in records storage facility; prepares records for retention & destruction.	Knowledge of 1*, 2*, 3*, 4, 5, 6 Skill in 8 Ability to 9, 10, (11) use proper research gathering data; (12) sort items into categories, according to established methods; (13) complete routine forms; (14) maintain accurate records; (15) handle inquiries from public officials & general public.
20	Updates & maintains Procurement Services' website: reviews & converts Microsoft Word documents into pdf format; activates links utilizing hyper-text markup language; posts documents to web server directory for DAS; removes pdf documents from web directory after contract has expired; enters data into web database to update State Procurement website; reviews term contracts for accuracy on Procurement web site.	Knowledge of 1*, 2*, 3*, 4, 5, 6, 7* (16) visual communications. Skill in 8 Ability to 9, 10, 11, 12, 13, 14, (17) electronically design print materials; *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ac

DATE: 12/22/11

Appl. 12.30.11 RA