

# 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: See Table of Organization

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 14  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type:    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 & work hours subject to change.

## 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.

JOB CODE TITLE  
State Purchasing Assistant

JOB CODE  
64530

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE  
4/2/14

Appl 4.2.14 cc