

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106185

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

COUNTY OF EMPLOYMENT
FRANKLIN

POSITION NUMBER
20005658

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Procurement Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005641 State Purchasing Administrator

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 22
Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Manages purchasing activities (e.g., term contracts, term schedules, requests for proposals or one-time bids) & supervises assigned staff involved in establishment of contracts for procurement of supplies & services for customer agencies: oversees procurement of supplies, materials, equipment & services; answers inquiries & interprets policies & procedures for staff & customers; assists in development of goals & objectives for section; develops & implements policies & procedures to meet goals & objectives; signs contracts as delegated by DAS Director; approves leave & timesheets; administers discipline; creates performance measurements & evaluates performance.	Knowledge of (1) DAS, State of Ohio, & division purchasing codes, regulations, policies & procedures (e.g. O.R.C., Ohio Administrative Code;* (2) government structure & process*; (3) generally accepted procurement practices; (4) employee training & development; (5) supervision techniques; (6) program management; (7) contract negotiations. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (9) handle sensitive inquiries from public officials & general public; (10) define problems, collect data, establish facts and draw valid conclusions; (11) create & maintain congenial work environment.
25	In conjunction with State Purchasing Contracts Manager & State Purchasing Administrator, develops section goals & objectives & formulates & implements tactics to accomplish goals & objectives: develops & oversees section procedures for annual spending on commodities & materials for internal use; maintains account assessment of all customer agencies for services rendered; directs staff in data collection & entry into database; defines reports extracted from database; generates reports from tracking system for management.	Knowledge of 1*, 2*, (12) budgeting & accounting. Skill in 8 Ability to (13) prepare meaningful, concise and accurate reports. * developed after employment.

JOB TITLE
State Purchasing Procurement Manager

JOB CODE
64536

List Position Numbers & Job Titles of Positions Directly Supervised:
20005656 Clerk 3
20005664 Executive Secretary 2
20075105 Electronic Design Specialist

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ea

10/23/08

april 12-31-08 aal

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FRANKLIN

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Procurement Manager 20005641 State Purchasing Administrator

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary
 Intermittent Unclassified If FLSA Exempt, exemption type: Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

% Job Duties in Order of Importance	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	<p>Advises & counsels departments, agencies & institutions regarding their procurement needs & procurement processes: monitors quality control to ensure contractors fulfill state requirements regarding specifications, costs & delivery arrangements; ensures contract compliance; negotiates resolution of problems between customer agencies & contractors; fosters customer oriented proactive working environment.</p> <p><u>Training & Development Required to Remain in Class After Employment:</u> Must complete & pass certification test for Certified Public Purchasing Officer (CPPO) as administered by Universal Public Purchasing Certification Council, within three years of accepting position in this classification. Failure to pass certification test to receive certification & to maintain certification is cause for removal.</p> <p>This position is over-time exempt.</p>	<p>Knowledge of 1*, 2*, 3, 6, 7, (14) human/public relations. Skill in 8 Ability to 9, 10, (15) explain procurement processes in a clear, concise manner; (16) read, understand & interpret state procurement contracts.</p> <p>* developed after employment.</p>

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

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12/23/08

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