

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105000

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Procurement Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005661

Reclassification   
  New Position   
  Update   
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Purchasing Specialist    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 2

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
60	Reviews contracts in order to evaluate vendor & agency compliance (e.g., quality & delivery requirements, conformance to contract specifications, pricing); receives Complaints to Vendor (CTVs) from state agencies, boards & commissions regarding vendor performance on Department of Administrative Services' contracts; researches facts relating to CTV using all relevant resources (Internet, databases & contacts with agency, analyst & contractor); coordinates & documents resolution efforts between contractor & user agency (may include visiting state agencies, institutions & contractor sites) with assistance of analyst or unit manager; reviews open purchase order files, receiving reports/bills of lading & inspects merchandise for compliance with contractual specifications when necessary; prepares correspondence to contractor/agency; maintains electronic files (e.g., Excel, Access) in order to record & track all CTVs, supportive documents & response to CTVs; prepares written reports regarding CTV for distribution to management; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	Knowledge of (1) purchasing/procurement; (2) agency & unit purchasing policies & procedures (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) public relations; (4) customer service techniques & practices; (5) State Emergency Operation Center protocol* Skill in (6) operation of personal computer & associated software (e.g., MS Word, Excel, including simple formulas. Access); (7) use of databases & Internet to extract information. Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) gather, collate & classify information according to established method; (10) calculate fractions, decimals & percentages; (11) write routine correspondence & reports following standard procedures; (12) carry out detailed written or oral instructions; (13) comprehend & record figures accurately; (14) maintain accurate records; (15) apply principles to solve practical, everyday problems; (16) read contract documents.  *developed after employment.

JOB CODE TITLE  
State Purchasing Specialist

JOB CODE  
64531

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Chris Selch*

9/3/14

Apd 9.4.14 (cc)

