

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Purchasing Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005659 (15114.1) State Purchasing Procurement Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	Under immediate supervision, provides office assistance to Procurement Manager & unit staff: prepares & processes procurement bid & contract documents; requests samples or supportive information from bidders; compiles W-9 forms from vendors; assists vendors in completing accounting related documents; operates personal computer & associated software; develops spreadsheets in Excel & creates formulas to enter & tabulate bid responses & award information; maintains spreadsheet to track procurement functions; enters vendor, purchase order & contract information into OAKS database; searches OAKS to verify W-9 & other contractor information; uses Microsoft Word to prepare & distribute correspondence to bidders (e.g., disqualification & award notices); types routine memos, form letters, disqualification & re-bid letters; prepares contract reports to proofreads documents.	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) public relations; (5) customer service techniques & practices. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel including simple formulas); (7) use of databases & Internet to extract information. Ability to (8) count, do basic addition/subtraction, calculate fractions, decimals & percentages; (9) carry out detailed written or oral instructions; (10) apply principles to solve practical, everyday problems; (11) comprehend & record figures accurately & keep accurate records; (12) handle sensitive inquires from agencies & general public (13) proofread technical materials, recognize errors & make corrections.
20	Assists unit staff in reviewing & researching Complaints to Vendors (CTVs): researches facts relating to CTV using all relevant resources (e.g., Internet, databases, & contacts with agency, analyst & vendor); prepares correspondence to notify vendor & complainant of remedy.	Knowledge of 1, 2*, 3*, 4, 5. Skill in 6, 7. Ability to 8, 9, 10, 11, 12, 13, (14) use proper research methods in gathering data; (15) proofread technical materials, recognize errors & make corrections; (16) read contract documents. *developed after employment

POSITION NUMBER
20005661 (15116.0)

JOB CODE TITLE
State Purchasing Assistant

JOB CODE
64530

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

10/15/07

uppd 10-30-07 CLK