100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106135

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Procurement Services	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: 20005651 State Purchasing Contracts Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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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 Specialist

JOB CODE: 64531

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 units' 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.
40	Provides assistance to Procurement Manager & unit staff in processing bid & contract documents: requests supportive information or samples from bidders; assists vendors in completing accounting related vendor documents; develops spreadsheets & creates formulas to enter & tabulate bid responses & award information; maintains spreadsheet to track procurement functions; prepares & distributes correspondence to bidders (e.g., disqualification & award notices); types routine memos, form letters, disqualification & re-bid letters; prepares contract reports; proofreads documents; enters contract information into OAKS database; searches OAKS to verify contractor information.	Knowledge of 1, 2*, 3, 4, 5* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15, (17) proofread technical materials, recognize errors & make corrections; *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven

DATE: 9-7-11

Appl. 9.6.11 ER