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 20005662

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Assistant 2	20005686 State Purchasing Procurement Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 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 subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Acts for State Purchasing Procurement Manager by providing administrative oversight to State Term Schedule Unit: serving as liaison between State Term Schedule (STS) Unit manager & vendor community, governmental entities & agencies (e.g. communicating with contractors; clarifying information, updates to contracts, issues, concerns, & recommendations, answers complex &/or confidential correspondence); oversees function of STS unit in absence of manager; attends meetings in manager's absence; transmits decisions & directives; formulates policy & procedures relevant to STS Unit; conducts quarterly audits of STSs (e.g. usage, renewal contracts, & new contracts); works directly with Purchasing Procurement Support Analyst in developing continual methods of tracking STS data; maintains filing system of all STS contracts & catalogs; conducts quality control on all contracts & amendments by way of State Procurement web site; reviews & verifies information from vendors & analysts; inspects for errors; submits change requirements to Analyst for processing corrections; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	Knowledge of (1) public relations; (2) agency policies & procedures*; (3) public administration; (4) State Emergency Operations Center protocol* Skill in (5) operation of personal computer & associated software (e.g. MS Word, Excel, MS Windows, Power Point) Ability to (6) navigate & research information on the Internet; (7) maintain sensitive information; (8) collect, sort & prepare information in clear concise format; (9) deal with difficult vendors and customers; (10) speak in front of groups; (11) work in groups or independently; (12) maintain accurate records (13) prepare concise & accurate reports.
30	Maintains database for STS contracts to monitor usage, activity, renewal recommendation & notification to contractor of updates & changes; prepares quarterly & end of year reports pertaining to STS contract activity. From database, develops new updates for extracting metrics data.	Knowledge of 1, 2*, 3 Skill in 5, 8 Ability to 6, 8, 9, 12,13
20	Analyzes, prepares & processes amendment requirements on existing STS contracts. Assists in typing contracts prepared by Standards Analyst.	Knowledge of 1,2*, 3 Skill in 5 Ability to 6, 7,8, 9, 11, 12, 13
10	Assists in vendor & agency training either for groups of customers or individually, which may require use of power point. Completes other duties as assigned (e.g. special projects, research and special reports).	Knowledge of 1,2*,3 Ability to 5, 6, 8, 9, 10, 11, 12, 13
		*developed after employment.

JOB CODE TITLE Administrative Assistant 2

JOB CODE 63122

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ce	12/8/10

Appl 12.9.10 (aw)