

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106135

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Procurement Services

COUNTY OF EMPLOYMENT:
Franklin

POSITION NUMBER
20005662

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

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

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative 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.

Apr 12.9.10 (aw)

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