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 20005663

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| State Purchasing Support Analyst | 20005650 State Purchasing Procurement Manager |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☐ Essential | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 14<br>Page 1 of 1 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE: State Purchasing Procurement Support Analyst

JOB CODE: 64533

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 80 | Researches, analyzes & oversees offers submitted by manufacturer or service provider agent, to furnish supplies &/or services under State Term Schedule (STS) program: conducts research to determine if supplies or services are available on existing contracts & if supplies or services have been requested by customer agencies; recommends acceptance or rejection of offer to manager; analyzes offer to ensure that all required documentation is present (e.g. offer letter, terms & conditions, distribution letters, pricing schedules) if not ascertained by Purchasing Assistant; contacts manufacturer or services provider to obtain missing documents; compares offer with other contracts to ensure pricing, terms, conditions & deliverables are comparable; conducts research & negotiates best prices & deliverables possible; works with manufacturer or service provider to expand participation with Ohio & minority distribution/dealers; prepares final contract documents using Microsoft Word or similar software, for review, edit & approval by upper management; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas. | Knowledge of (1) Department of Administrative Services state purchasing policies & procedures & Ohio laws & rules pertaining to procurement*; (2) business administration; (3) public relations; (4) purchasing & procurement; (5) value & statistical analysis; (6) data collection & analysis; (7) project management; (8) State Emergency Operations Center protocol*<br>Skill in (8) operation of personal computer & office system software (e.g. MS Word, Excel, PowerPoint).<br>Ability to (8) conduct research via internet & email; (10) communicate effectively with agencies & public (e.g., telephone, email, correspondence, public speaking); (11) receive & understand directions; (12) read & interpret contracts or similar types of documents; (13) understand basic procurement & contract law*; (14) collect & analyze data; (15) prepare & maintain accurate records & reports; (16) complete routine forms. |
| 20 | Performs administrative functions: prepares reports, spreadsheets & templates (e.g., graphs, contracts forms) relative to contracts under STS program; performs various contract related activities using telephone, email or internet systems (e.g., assists vendors in submitting offers, explains various forms & processes); responds to program inquiries from user agencies, vendors & management; assists with meetings & vendor training; attends meetings as assigned by manager (e.g., Central Ohio Organization of Public Purchasers, State Purchasing User Group, National Institute of Governmental Purchasing). Other duties as assigned (e.g., sends printing request to State Printing, sends survey questionnaires to vendors & agencies; performs on-site inspections). | Knowledge of 1*, 3, 4, 5, 6, 7<br>Skill in 8<br>Ability to 9, 10, 11, 12, 13*, 14, (17) handle routine & sensitive in-person, telephone & written contacts with customers, vendors, sales representative & other government personnel.<br><br>*developed after employment. |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | Jeffrey J Westhoven/cc | 7/8/10 |

Appl 7-8-10 cc