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 20005673

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: State Purchasing Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005650 State Purchasing Procurement 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.

JOB CODE TITLE: State Purchasing Assistant

JOB CODE: 64530

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Under immediate supervision, provides office assistance to Procurement Manager & unit staff: prepares & processes procurement STS offering documents; requests necessary documents & supportive information from vendors; compiles W-9 forms from vendors; assists vendors in completing accounting related documents; receives & logs all incoming documents pertaining to offerings & amendments; operates personal computer & associated software; maintains spreadsheet to track procurement functions; enters vendor & associated information in Excel spreadsheet; creates formulas to track metrics; maintains spreadsheet to track procurement functions; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	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; (6) State Emergency Operations Center protocol* Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word, Excel including simple formulas); (8) use of databases & Internet to extract information. Ability to (9) count , do basic addition/subtraction, calculate fractions, decimals & percentages; (10) carry out detailed written or oral instructions; (11) apply principles to solve practical, everyday problems; (12) comprehend & record figures accurately & keep accurate records; (13) handle sensitive inquires from agencies & general public (14) proofread technical materials, recognize errors & make corrections.
20	Provides clerical support in maintaining contract & contractor information: enters contract information into Ohio Administrative Knowledge System (OAKS) database; searches OAKS to verify W-9 & other contractor information; prepares & distributes correspondence to vendor (e.g., notification of return offering or amendment request); types routine memos & form letters; prepares contract reports & proofreads documents.	Knowledge of 1, 2*, 3*, 4, 5 Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 7/8/10

Appl 7.8.10 (ce)