

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005675	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Procurement Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00p.m. Report in location subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
45	Manages purchasing activities (e.g., term contracts, term schedules, requests for proposals or one-time bids) & supervises assigned staff involved in establishment of contracts for procurement of supplies & services for customer agencies: oversees procurement of supplies, materials, equipment & services; answers inquiries & interprets policies & procedures for staff & customers; assists in development of goals & objectives for section; develops & implements policies & procedures to meet goals & objectives; signs contracts as delegated by DAS Director; approves leave & timesheets; administers discipline; creates performance measurements & evaluates performance; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.		Knowledge of (1) DAS, State of Ohio, & division purchasing codes, regulations, policies & procedures (e.g. O.R.C., Ohio Administrative Code;* (2) government structure & process*; (3) generally accepted procurement practices; (4) employee training & development; (5) supervision techniques; (6) program management; (7) contract negotiations; (8) State Emergency Operations Center protocol* Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (10) handle sensitive inquiries from public officials & general public; (11) define problems, collect data, establish facts and draw valid conclusions; (12) create & maintain congenial work environment.	
25	In conjunction with State Purchasing Contracts Manager & State Purchasing Administrator, develops section goals & objectives & formulates & implements tactics to accomplish goals & objectives: develops & oversees section procedures for annual spending on commodities & materials for internal use; maintains account assessment of all customer agencies for services rendered; directs staff in data collection & entry into database; defines reports extracted from database; generates reports from tracking system for management.		Knowledge of 1*, 2*, (13) budgeting & accounting. Skill in 9 Ability to (14) prepare meaningful, concise and accurate reports.	
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/21/14	
JOB CODE 64536				

Apd 1.22.14 (cc)

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	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
30	<p>Advises & counsels departments, agencies & institutions regarding their procurement needs & procurement processes: monitors quality control to ensure contractors fulfill state requirements regarding specifications, costs & delivery arrangements; ensures contract compliance; negotiates resolution of problems between customer agencies & contractors; fosters customer oriented proactive working environment.</p> <p><u>Training & Development Required to Remain in Class After Employment:</u> Must obtain certified public purchasing officer (CPPO) certification or equivalent within four (4) years of initial date of hire into position or within two (2) years of eligibility, whichever comes first. CPPO certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to pass certification test to receive certification & to maintain certification is cause for removal. Upon receipt of certification, authorized to sign contracts, bid/RFP addenda & contract amendments release & permits & any other documents & correspondence as delegated by Director of Administrative Services.</p>	<p>Knowledge of 1*, 2*, 3, 6, 7, (15) human/public relations. Skill in 9 Ability to 10, 11, (16) explain procurement processes in a clear, concise manner; (17) read, understand & interpret state procurement contracts.</p> <p style="text-align: right;">*developed after employment.</p>		
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Appl 1-22-14 (e)