100-100U

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106135

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services Division | Procurement Services | Franklin |

POSITION NUMBER 20005675

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Procurement Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005651 State Purchasing Contracts Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22



NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00a.m. TO: 5:00p.m. Report in location subject to change.

JOB CODE TITLE
State Purchasing Procurement Manager

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*<br>Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook).<br>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.<br>Skill in 9<br>Ability to (14) prepare meaningful, concise and accurate reports. |

* developed after employment

JOB CODE 64536

List Position Numbers & Job Titles of Positions Directly Supervised:

| | |
|---|---|
| 20005652 St Purch Proc Supp Anal | 20005678 St Purch Assistant |
| 20005653 St Purch Stds Analyst | 20005688 St Procurement Analyst |
| 20005667 St Purch Stds Analyst | 20074846 St Purch Specialist |
| 20005670 St Purch Stds Analyst | 20074847 College Intern |
| 20005671 St Purch Stds Analyst | 20074986 St Purch Proc Supp Anal |
| 20005677 College Intern | 20076236 College Intern |

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 7/1/10

Appd 7·1·10 (a)

# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106135

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services Division | Procurement Services | Franklin |

POSITION NUMBER 20005675

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| Procurement Manager | 20005651 State Purchasing Contracts Manager |

| | | | |
|---|---|---|---|
| ☒ Permanent<br>☐ Temporary<br>☐ Intermittent | ☒ Classified<br>☐ Unclassified<br>☒ Essential | Overtime: ☐ Eligible ☒ Exempt<br>If FLSA Exempt, exemption type: Administrative | Bargaining Unit 22<br>Page 2 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 CODE TITLE
State Purchasing Procurement Manager

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 30 | 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.<br><br><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. | Knowledge of 1*, 2*, 3, 6, 7, (15) human/public relations.<br>Skill in 9<br>Ability to 10, 11, (16) explain procurement processes in a clear, concise manner; (17) read, understand & interpret state procurement contracts.<br><br>*developed after employment. |

Appd 7·1·10 (au)

JOB CODE 64536

List Position Numbers & Job Titles of Positions Directly Supervised:

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|---|---|
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| SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|
| Jeffrey Westhoven/a | 7/1/10 |