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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ 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 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* 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. * developed after employment

Apd 9.7.11 (aa)

JOB CODE 64536

List Position Numbers & Job Titles of Positions Directly Supervised:
20005652 St Purch Proc Supp Anal
20005667 St Purch Stds Analyst
20005670 St Purch Stds Analyst
20005677 College Intern
20005678 State Purch Assistant
20005687 State Procurement Anal
20005688 State Procurement Anal
20073901 State Procurement Anal
20074986 St Purch Proc Supp Anal

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Jeffrey Westhoven	9-7-11

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106135

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

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JOB CODE TITLE State Purchasing Procurement Manager

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 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 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. <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.	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. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

20005652 St Purch Proc Supp Anal
20005667 St Purch Stds Analyst
20005670 St Purch Stds Analyst
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20005678 State Purch Assistant
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20074986 St Purch Proc Supp Anal

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Jeffrey Westhouse	9-7-11

Appd 9.7.11 [illegible]