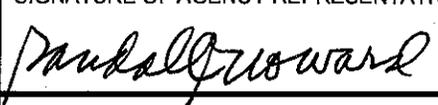


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

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 20005651 State Purchasing Contracts Manager	
	<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.				
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	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		
JOB CODE 64536	List Position Numbers & Job Titles of Positions Directly Supervised: 20005652 St Purch Proc Supp Anal      20073901 State Procurement Anal 20005667 St Purch Stds Analyst      20074847 College Intern 20005670 St Purch Stds Analyst      20074986 St Purch Proc Supp Anal 20005677 College Intern      20076236 College Intern 20005678 State Purch Assistant 20005688 State Procurement Anal		SIGNATURE OF AGENCY REPRESENTATIVE  	DATE  4.6.11

Appd 3.31.11 (R)

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS106135

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Procurement Services

COUNTY OF EMPLOYMENT  
Franklin

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  
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	<p>Advises &amp; counsels departments, agencies &amp; institutions regarding their procurement needs &amp; procurement processes; monitors quality control to ensure contractors fulfill state requirements regarding specifications, costs &amp; delivery arrangements; ensures contract compliance; negotiates resolution of problems between customer agencies &amp; contractors; fosters customer oriented proactive working environment.</p> <p><u>Training &amp; 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 &amp; to maintain certification is cause for removal.</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 &amp; interpret state procurement contracts.</p> <p>*developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

20005652 St Purch Proc Supp Anal	20073901 State Procurement Anal
20005667 St Purch Stds Analyst	20074847 College Intern
20005670 St Purch Stds Analyst	20074986 St Purch Proc Supp Anal
20005677 College Intern	20076236 College Intern
20005678 State Purch Assistant	
20005688 State Procurement Anal	

SIGNATURE OF AGENCY REPRESENTATIVE  
*Paula J. Nowak*

DATE  
4.6.11

POSITION NUMBER  
20005675

JOB CODE TITLE  
State Purchasing Procurement Manager

JOB CODE  
64536

*Apr 3.31.11*