

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 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.			
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				
JOB CODE 64536	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	
	20005652 St Purch Proc Suppr Anal 20005688 St Procurement Analyst 20005667 St Purch Stds Analyst 20074846 St Purch Specialist 20005670 St Purch Stds Analyst 20074847 College Intern 20005677 Collete Intern 20074986 St Purch Proc Supp Anal 20005678 State Purch Assistant 20076236 College Intern		<i>Jeffrey Westhonen/cc</i>	DATE 12/7/10

Appl 12.9.10 *EW*

