

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

POSITION NUMBER 20005677	<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 College Intern	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Temporary <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	Bargaining Unit 00	
If FLSA Exempt, exemption type:			Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm Report in location & work hours subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
40	Under direction of Procurement Manager, assists & supports Procurement Services Section: maintains database for required documentation to be held for Contractors; obtains necessary data from contractor via verbal communicate or written correspondence; reviews files & prepares files for archives or purging; processes administrative amendments, minor changes, & corrections to contracts; assists with vendor registration for mandatory training sessions; maintains quality control on web site; reviews completed contracts, renewals & new contracts.	Knowledge of (1) office practices & procedures* (2) customer services; (3) human relations. Skill in (4) operation of personal computer associated software (e.g. MS Word, MS Excel) & use of Internet. Ability to (5) carry out detailed instructions; (6) maintain and update files; (7) create web based forms*; (8) compare and update documents; (9) add, subtract, multiply & divide whole numbers; (10) answer routine phone calls; (11) cooperate with co-workers on projects; (12) maintain accurate records.	
30	Gathers information & conducts data analysis: assists buyers in conducting price analysis & comparisons on current contracts; retrieves data from technical material in books, journals & manuals; utilizes General Services Division (GSD) & National Institute Governmental Purchasing (NIGP) state website to obtain comparison pricing; develops & formats standardized spreadsheets for analysis.	Skill in 4 Ability to 5, 8, 9, 11, 12, (13) create meaningful, concise & accurate reports.	
30	Provides clerical & contract assistance for Procurement Services Units; uses office equipment (e.g., copier, fax machine, shredder, phone); files documents; transfers information or calls to appropriate staff; other duties as assigned.	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 7*, 8, 9, 10, 11, 12, 13.	
JOB CODE 99941	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE
			DATE
		<i>Jeffrey Westhoven/ea</i> 6/7/12	

Appd 6-11-12fca