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| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS106135 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE Office of Procurement Services | COUNTY OF EMPLOYMENT FRANKLIN |

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| POSITION NUMBER 20005677 JOB TITLE College Intern JOB CODE 99940 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input 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 20005675 State Purchasing Procurement Manager | |
| | <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit 09 Page 1 of 1 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm Report-in location subject to change. | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 40 | Assists State Procurement Services by conducting special projects: assists in creating database to give profile of past & present contracts; establishes reports to show historical market data, trends in market, repeat bidders, disqualified bids & late submissions; conducts research to validate price points on many contracts; summarizes value currently received by state of Ohio. | 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) compare and update documents; (7) add, subtract, multiply & divide whole numbers; (8) cooperate with co-workers on projects; (9) create meaningful, concise & accurate reports. | |
| | 30 | Assists Analysts 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 data analysis. | Skill in 4 Ability to 5, 6, 7, 8, 9 | |
| | 30 | Assists Analysts & Procurement Managers as needed: provides clerical & contract assistance for Procurement Services Units; assists with vendor registration for mandatory training sessions; maintains quality control on web site; reviews completed contracts, renewals & new contracts; other duties as assigned. | Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9 *developed after employment. | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/ea</i> | DATE 6/29/10 |

App. 6.29.10 (aw)