

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106145

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005679

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Cooperative Purchasing Manager
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005641 State Purchasing Administrator

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Manages Cooperative Purchasing section of Office of Procurement Services: oversees development of term contracts for supplies & services established through cooperative efforts with other governmental entities & political subdivisions; establishes & maintains liaison with public purchasing organizations (e.g., NASPO, NIGP, CO-OPP, SWOP4G, Inter-University Purchasing Council, Metropolitan Educational Purchasing Council) through effective use of communication, cooperation, collaboration & coordination skills to discuss development of cooperative contracts that will provide state agencies & other governmental entities with cost-cutting opportunities & reduction of staff time in procurement processes; advises & counsels customers regarding procurement needs & procurement processes regarding specifications, leveraging spend, costs, delivery, contract compliance & negotiates resolution of problems between agency & supplier; supervises personnel (e.g., approves leave & timesheets, administers discipline, creates performance measures & evaluates performance).	Knowledge of (1) DAS & State Purchasing policies*; (2) laws, rules & regulations relating to purchasing (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) governmental structure & process*; (4) supervision principles & practices; (5) employee training & development; (6) management. Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, PowerPoint, Outlook, Internet, Peoplesoft). Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) use statistical analysis; (10) originate & edit technical specifications & term contracts; (11) communicate effectively in written & oral form; (12) develop & maintain good rapport with customer agencies & vendors; (13) obtain valid driver's license for travel; (14) travel overnight.
30	Develops & implements policies & procedures in accordance with state law: formulates & implements long-range program strategies & goals; develops section budget & administers same; supervises distribution of program information to ensure customers receive timely information updates relative to new contracts, contract changes & effective dates & other pertinent data.	Knowledge of 1*, 2*, 3*, 6 Skill in 7 Ability to 10, 11, 12

* developed after employment.

JOB CODE TITLE
State Purchasing Procurement Manager

JOB CODE
64536

List Position Numbers & Job Titles of Positions Directly Supervised:

20005680 Administrative Assistant 2
20005709 State Purchasing Specialist
20074840 Training Officer

SIGNATURE OF AGENCY REPRESENTATIVE

Randall Howard

DATE

3-10-11

App'd 3-7-11 [Signature]

