100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106145

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	Franklin

POSITION NUMBER 20005679

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

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

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

JOB CODE TITLE: State Purchasing Procurement Manager

JOB CODE: 64536

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 (e.g., 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.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005680 Administrative Assistant 2 20005709 State Purchasing Specialist	Jeffrey Westhoven/ce	2/24/09

apd 4009 ce

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106145

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services/ Cooperative Purchasing	Franklin

POSITION NUMBER 20005679

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ 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: TO:

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Acts for Ohio Chief Procurement Officer &/or State Purchasing Administrator: attends meetings on cooperative purchasing; conducts customer/potential customer visitations; attends conferences; gives public presentations; provides current information relative to services performed by work unit; performs other duties as assigned.	Knowledge of 1*, 2*, 4, 6, (15) customer service. Skill in 7, (16) creating & conduct presentations before small & large audiences. Ability to 11, 12, 13, 14 * developed after employment.

JOB CODE TITLE: State Purchasing Procurement Manager

JOB CODE: 64536

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005680 Administrative Assistant 2 20005709 State Purchasing Specialist	Jeffrey Westhoven/a	2/24/09

Apd 4/10/09 a