

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 20005680	<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 Cooperative Purchasing Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005679 State Purchasing Procurement Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input 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 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m. (Report-in location subject to change.)			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Acts for Cooperative Purchasing Manager in order to assist in program direction by relieving manager of non-routine administrative duties: independently answers complex & confidential correspondence from Coop customers or potential customers, suppliers & others regarding application of program statutes & procedures; formulates & implements program policy (e.g., Usage Reporting, Fee Table); acts as liaison with other Coop programs (e.g. NASPO, NIGP, CO-OPP, SWOP4G, River Valley Purchasing, higher education) on procurement issues; transmits decisions & directives to subordinates; assists in strategic planning of program direction; represents Coop Manager at various meetings; conducts program presentations to numerous groups regarding program features & mechanics; conducts customer/potential customer visitations; attends conferences; provides current information relative to services performed by work unit; disseminates program information & updates to all parties of interest in a clear & efficient manner (e.g., ensures customers receive timely updates relative to new contracts, contract changes, & other pertinent data.).	Knowledge of (1) agency policies & procedures*; (2) public relations/customer services; (3) business administration; (4) applicable state & federal laws, rules, procedures & standards governing purchasing*. Skill in (5) operation of personal computer & associated hardware/software (e.g., Word, Excel, PowerPoint, Outlook) Ability to (6) handle sensitive telephone & face-to-face inquiries & contacts with public & government; (7) write letters, papers, reports; (8) speak before general public; (9) define problems; (10) collect data, establish facts & draw valid conclusions; (11) gather, collate & classify information according to established methods; (12) maintain accurate records; (13) complete routine forms; (14) use proper research methods in gathering data.
20	Researches & analyzes Coop program, procedures & policies: researches records & other data in connection with program operations; prepares reports for management, as requested; provides technical advice to assist manager in decision making;	Knowledge of 1*, 2, 4* Skill in 5 Ability to 7, 9, 10, 11, 12, 13, 14
20	Manages business functions of program unit: maintains Business Office deposit reports, customer payment documents, customer membership resolutions & certification documents; processes all member certifications; prepares annual invoicing documents; other duties as assigned.	Knowledge of 1*, 2, 4* Skill in 5 Ability to 6, 8, 12, 14
	Will require travel. May require overnight stay. This position is over-time exempt.	* Development after employment.

april 4-28-09 cl

JOB CODE TITLE
 Administrative Assistant 2

 JOB CODE
 63122

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ea</i>	DATE 4/1/09
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