

<b>POSITION DESCRIPTION</b>		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           JOB CODE TITLE Program Administrator 1           JOB CODE 63122	<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 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 & work hours subject to change.)			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	60	Acts for manager in order to assist in program direction by relieving manager of non-routine administrative duties: independently answers complex & confidential correspondence & complaints from cooperative (co-op) 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 co-op programs (e.g. NASPO, NIGP, CO-OPP, SWOP4G, higher education) on procurement issues; transmits decisions & directives to subordinates; assists in strategic planning of program direction; represents 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 co-op 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.  Will require travel. May require overnight stay.  This position is over-time exempt.	Knowledge of 1*, 2, 4* Skill in 5 Ability to 6, 8, 12, 14  * Development after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen</i>	DATE 12/1/11

Apt 11-25-11 @a