

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

POSITION NUMBER
20005681 (15400.0)

JOB CODE TITLE
Management Analyst Supervisor 2

JOB CODE
63216

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Management Analyst Supervisor 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005641 (15000.0) State Purchasing Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>On behalf of State Purchasing Administrator, serves as agency manager by planning & directing entire management, evaluation & monitoring system for Community Rehabilitation Programs of General Services Division: recommends contracts & approves waivers to program requirements; formulates & responsibly directs implementation of program policies & procedures; answers inquiries & interprets policies & procedures for staff & customers; develops, recommends, & implements budget; authorizes expenditures in accordance with GSD Business Office procedures; collects & provides data for use in establishing rate structure; markets program through developing & overseeing development of marketing tools (e.g., presentations, brochures, flyers, catalogs, webinars, etc.); recommends & approves content for web site. Supervises assigned staff: plans staff development opportunities; proposes staffing requirements & configuration; sets & monitors staff schedules by assigning duties & responsibilities; trains employees; evaluates performance & recommends commendation or discipline.</p>	<p>Knowledge of (1) DAS, State of Ohio, & division purchasing codes, regulations, policies & procedures (e.g., O.R.C., Ohio Administrative code*); (2) government structure & processes*; (3) generally accepted procurement practices; (4) employee training & development; (5) supervision techniques; (6) program management; (7) contract negotiations; (8) budgeting & accounting</p> <p>Skill in (9) operation of personal computer & associated hardware & software.</p> <p>Ability to (10) handle sensitive inquiries from public officials & general public; (11) define problems, collect data, establish facts and draw valid conclusions; (12) create & maintain congenial work environment.</p>
20	<p>Develops & implements usage of various evaluation tools, instruments & methodologies needed for effective program assessment: establishes goals & objectives; creates performance metrics & monitors effectiveness of program; measures program against baseline of past performance or industry standards; reports status & progress to management & interested parties.</p>	<p>Ability to 11, (13) prepare meaningful, concise & accurate reports.</p>
15	<p>Serves as spokesperson for office: makes presentations & travels when necessary to represent office before constituents & users (e.g., Alliance of Work Centers, State Purchasing User Group, Ohio Association of Rehabilitation Facilities). Serves as liaison between vendors & customers (e.g., ensures contact compliance; negotiates resolution of problems; fosters customer oriented, proactive working environment).</p> <p>This position is over-time exempt.</p>	<p>Knowledge of 1, 2, 3, 6, 7, (14) human/public relations.</p> <p>Skill in 9</p> <p>Ability to 10, 11, (15) explain procurement processes in a clear, concise manner.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:
 20005682 (15402.0) Administrative Assistant 2
 20005685 Purchasing Specialist
 20073927 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven /aw

DATE

9/12/07

apd 9-18-07 cal