

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106165
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005681	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005641 State Purchasing Administrator	
	<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 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Serves as agency manager by planning & directing entire management, evaluation & monitoring system for Community Rehabilitation Programs (CRP) of General Services Division: recommends contracts & approves waivers to CRP program requirements; formulates & responsibly directs implementation of CRP 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 CRP 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 (e.g., plans staff development opportunities, proposes staffing requirements & configuration, sets & monitors staff schedules by assigning duties & responsibilities, trains employees, evaluates performance & recommends commendation or discipline).	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) procurement program management; (7) Community Rehabilitation Programs (8) contract negotiations; (9) budgeting & accounting Skill in (10) operation of personal computer & associated hardware & software. Ability to (11) handle sensitive inquiries from public officials & general public; (12) define problems, collect data, establish facts and draw valid conclusions; (13) create & maintain congenial work environment. *developed after employment

Apd 1.6.12 (aw)

JOB CODE 63216	List Position Numbers & Job Titles of Positions Directly Supervised: 20005617 College Intern 20005634 Clerk 3 20005682 Administrative Professional 2 20005685 State Purchasing Specialist 20006607 Management Analyst Supervisor 1	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/23/12

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
25	Develops & implements usage of various evaluation tools, instruments & methodologies needed for effective CRP program assessment: establishes CRP 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.	Ability to 11, (14) prepare meaningful, concise & accurate reports.		
15	Serves as spokesperson for CRP 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).	Knowledge of 1, 2, 3, 6, 7, (15) human/public relations. Skill in 9 Ability to 10, 11, (16) explain procurement processes in a clear, concise manner.		
This position is over-time exempt.				
<u>Position Specific Minimum Qualifications:</u> 3 yrs. exp. in managing procurement operations; 2 yrs. exp. working with Community Rehabilitation Programs.				
*developed after employment				
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		DATE 1/23/12		

Aged 1-6-12-12