

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005681	<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 Manager of Business Development		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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 and work hours subject to change			

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Manages activities of MBE/EDGE procurement activities for Office of Procurement Services awarded contracts &amp; supervises assigned staff: reviews contracts for supplies, services established through competitive selection (e.g., ITB, RFP &amp; Reverse Auction) to determine potential for MBE set aside &amp; /or potential for EDGE participation in conformance with Ohio laws &amp; Executive Orders; coordinates with DAS-Equal Opportunity Division (EOD) &amp; Development Services Agency (DSA) to locate certified MBE &amp; EDGE companies qualified to compete on intended purchases; prepares recommendation to upper management &amp; sourcing teams as to which term contracts are being recommended for MBE set aside or EDGE participation for approaching fiscal year to meet goals set forth in law; on behalf of Chief Procurement Officer, prepares documentation pertaining to contracts selected for set aside for forthcoming fiscal year for review by upper management &amp; DAS Director; oversees research &amp; analysis relative to agency spending on DAS term contracts; conducts comparison of agency spending (e.g., open market purchases, MBE set aside purchases, EDGE purchases); prepares graphs &amp; reports for use by upper management; monitors successful completion of awarding contracts to MBE &amp; EDGE companies to meet program goals; supervises personnel (e.g., approves leave &amp; timesheets, initiates &amp; administers discipline, participates in hiring process, creates performance measures &amp; evaluates performance).</p>	<p>Knowledge of (1) DAS, State of Ohio, &amp; division purchasing codes, regulations, policies &amp; procedures (e.g., O.R.C., Ohio Administrative code*); (2) government structure &amp; processes*; (3) generally accepted procurement practices; (4) employee training &amp; development; (5) supervision techniques; (6) procurement program management; (7) Minority Business Programs (8) contract negotiations; (9) budgeting &amp; accounting Skill in (10) operation of personal computer &amp; associated hardware &amp; software. Ability to (11) handle sensitive inquiries from public officials &amp; general public; (12) define problems, collect data, establish facts and draw valid conclusions; (13) create &amp; maintain congenial work environment.</p>
20	<p>Develops &amp; implements usage of various evaluation tools, instruments &amp; methodologies needed for effective program assessment: establishes goals &amp; objectives; creates performance metrics &amp; monitors effectiveness of program; measures program against baseline of past performance or industry standards; reports status &amp; progress to management &amp; interested parties.</p>	<p>Ability to 11, (14) prepare meaningful, concise &amp; accurate reports.</p>

\*developed after employment.

App'd 2-11-14 (cc)

JOB CODE TITLE  
 State Purchasing Procurement Manager

JOB CODE  
 64536

List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/10/14
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DAS/ DAS106135

DIVISION OR INSTITUTION  
General Services Division

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COUNTY OF EMPLOYMENT  
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POSITION NUMBER  
20005681

Reclassification       New Position       Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Manager of Business Development

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Administrative

Page 2 of 2

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FROM: 8:00 a.m.      TO: 5:00 p.m.      Report in location and work hours subject to change

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

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30	<p>Conducts program outreach: meets with state agencies &amp; other entities to understand future expenditures; assists agencies in their MBE set aside &amp; EDGE procurement efforts; organizes, attends, &amp;/or participates in special events &amp; promotions advocating MBE program; serves as spokesperson for organization at meetings &amp; special events; develops &amp; implements outreach &amp; marketing activities, campaigns, &amp; strategies to promote program; establishes &amp; maintains effective relationships with agencies &amp; vendors to encourage participation &amp; resolve issues; develops &amp; implements an annual outreach plan including promotional and educational strategies.</p>	<p>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.</p> <p style="text-align: right;">*developed after employment.</p>

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State Purchasing Procurement Manager

JOB CODE  
64536

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See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

*Ch. S. [Signature]*

DATE

2/11/14

Apd 2-11-14 ce