

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS106165
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b> 20005682	<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 Administrative Professional 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005681 Management Analyst Supervisor 2	
<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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14  Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
 FROM: 8:00 am    TO: 5:00 pm    (Report-in location subject to change)

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Acts for Community Rehabilitation Program (CRP) manager by relieving manager of routine administrative duties: plans, organizes & coordinates work assignments using technical expertise & judgment; performs initial review on all contract documents; manages contracts (e.g., receives, reviews, prepares & processes contracts); assists in developing procedures (e.g., contract processing, maintenance of procurement list, maintenance of CRP roster, certification/re-certification of CRPs & agents); represents program at meetings; acts as liaison between office, CRPs, government agencies & public in general; assists in identification of needs of government buyers, coordinates CRP development of potential contracting opportunities & makes recommendations to manager; prepares & maintains CRP & other rosters.	Knowledge in (1) agency policies & procedures relating to purchasing*; (2) government structure & processes*; (3) generally accepted procurement practices; (4) program management; (5) public relations/customer service. Skill in (6) operation of personal computer & associated hardware & software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (7) read & understand contract language; (8) handle sensitive inquiries; (9) define problems, collect data, establish facts & draw valid conclusions; (10) speak in front of groups.
40	Researches & analyzes CRP program: coordinates collection of statistical information for office reports (e.g., CRP quarterly & annual reporting data) & assists in planning, developing & preparing reports & publications; conducts or participates in research projects related to program's goals & objectives; oversees maintenance of procurement list of approved products & services (e.g., updates, purges & makes copies of list); oversees maintenance & updating of office's website; coordinates & monitors CRP projects & routing of internal communications & inquiries from vendors, customers & public; structures & maintains original files.	Knowledge of 1*, 2*, 5, (11) research methods; (12) webpage editing. Skill in 6 Ability to 9, (13) gather, collate & classify information according to established methods; (14) prepare meaningful, concise & accurate reports (15) maintain accurate files; (16) maintain & update internet website.
20	Manages business functions of office: maintains & updates office calendar; coordinates & schedules office travel arrangements; researches & responds to inquiries & complaints from CRPs, government agencies & public; coordinates meetings & appointments for office & other interested parties; performs other clerical functions (e.g., prepares & disseminates memos, correspondence, research papers & mailing to CRPs, government agencies & public; maintains forms & manual files; answers phone; copies reports & letters); performs other related duties as assigned.	Knowledge of 1*, 2*, 5 Skill in 6 Ability to 8, 9, 10, 15, (17) write sensitive correspondence.

\*developed after employment.

App'd 11-23-11 pm

**JOB CODE**  
16872

**JOB CODE TITLE**  
Administrative Professional 2

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/ka*

*1/23/12*