



# POSITION DESCRIPTION

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

POSITION NUMBER  
20005685

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: State Purchasing Specialist      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005681 Management Analyst Supervisor 2

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit 14  
 Temporary  
 Intermittent       Unclassified      If FLSA Exempt, exemption type:      Page 2 of 2

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

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Prepares written reports of observations, corrective action taken & recommendations made: assists in compiling & preparing statistical & narrative reports on all phases of program performance for distribution to program stakeholders & others; maintains current knowledge of development & practices in federal set-aside program & other state programs; participates in developing pilot projects with CRP's to foster unique innovative practices, processes & projects.	Knowledge of 1, 3*, 4, 13, 14 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15, (18) calculate fractions, decimals & percentages.
10	Travels to CRP's to conduct business training activities on pricing/bidding contracts, customer relations, quality assurance & conflict resolution: assists in agency training either for groups of customers or individuals, which may require use of PowerPoint; completes other duties as assigned (e.g., special projects, research & special reports).	Knowledge of 1, 2, 3*, 4, 5, 6 Skill in 8 Ability to 9, 10, 12, 13, 14, 15, (19) obtain & maintain valid driver's license.

\*developed after employment.

JOB CODE  
64531

JOB TITLE  
State Purchasing Specialist

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE      DATE

*Jeffrey Westhoven/c*      2/4/10

*apl 2-18-10 cl*