

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106135

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: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary
 Intermittent Unclassified If FLSA Exempt, exemption type: Page 1 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
45	Evaluates Community Rehabilitation Program (CRP) offices & customer agencies with respect to quality: visits CRP offices & customer agencies to determine performance issues, satisfaction levels & need for specification revisions & provides instruction & training to remediate those issues; processes Complaints to Vendor (CTV's) on file & informal complaints & resolutions (e.g., reviews contract, makes telephone contacts with CRP & agency, initiates correspondence to resolve complaints &/or ensure contract compliance); submits samples of purchased items for laboratory tests & evaluation of merchandise purchased by agency; prepares reports of observations, corrective action taken & recommendations; compiles data into concise activity report; reports to State Emergency Operations Center (SEOC) as assigned to provide resources, support & logistics for impacted areas.	Knowledge of (1) generally accepted business practices; (2) training & development; (3) Preference Programs rules & practices*; (4) procurement; (5) public relations; (6) customer service; (7) State Emergency Operations Center protocol* Skill in (8) operation of personal computer & associated software (e.g. MS Word, Excel, PowerPoint, Outlook, PeopleSoft); Ability to (9) define problems, collect information, draw valid conclusions; (10) maintain congenial respectful work relationships with diverse groups of people; (11) respond to sensitive inquiries in courteous & friendly manner; (12) teach business concepts effectively to variety of audiences; (13) prepare meaningful, accurate & concise reports; (14) prioritize work assignments; (15) work on assignments with little supervision; (16) obtain & maintain valid driver's license.
35	Acts as liaison between OPCRP & Community Rehabilitation Programs (CRP's): works cooperatively to establish, refine & revise guidelines on pricing, program practices & related business activities; provides information &/or instruction to CRP management & staff on contractual obligations; conducts contract renewal pre-survey process for all existing contracts; makes recommendations to CRP's & agencies as required to facilitate contract renewals; performs clerical support duties (e.g., types, files & maintains CRP contracts & amendments).	Knowledge of 1, 2, 3*, 4, 5 (17) fair market pricing concepts*, (18) contract & price development* Skill in 8 Ability to 11, 12, 13, 14, 15 *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen/a

4/5/13

apd 4-9-13 al

JOB CODE
64531

JOB TITLE
State Purchasing Specialist

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20005685	<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 State Purchasing Specialist		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	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:		Bargaining Unit 14 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 TITLE State Purchasing Specialist	%	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 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 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15, (19) 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, 16		
			*developed after employment.		
JOB CODE 64531	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhousen /cc</i>		DATE 4/5/13

apd 4-9-13 al