

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

POSITION NUMBER 20005686	<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 Procurement Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005651 State Purchasing Contracts Manager	
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input checked="" 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: 8:00a.m. TO: 5:00p.m. Report in location subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Manages purchasing activities (e.g., term contracts, term schedules, requests for proposals or one-time bids) & supervises assigned staff involved in establishment of contracts for procurement of supplies & services for customer agencies: oversees procurement of supplies, materials, equipment & services; answers inquiries & interprets policies & procedures for staff & customers; assists in development of goals & objectives for section; develops & implements policies & procedures to meet goals & objectives; signs contracts as delegated by DAS Director; approves leave & timesheets; administers discipline; creates performance measurements & evaluates performance; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	Knowledge of (1) DAS, State of Ohio, & division purchasing codes, regulations, policies & procedures (e.g. O.R.C., Ohio Administrative Code;* (2) government structure & process*; (3) generally accepted procurement practices; (4) employee training & development; (5) supervision techniques; (6) program management; (7) contract negotiations; (8) State Emergency Operations Center protocol* Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, PowerPoint, Outlook). Ability to (10) handle sensitive inquiries from public officials & general public; (11) define problems, collect data, establish facts and draw valid conclusions; (12) create & maintain congenial work environment.
25	In conjunction with State Purchasing Contracts Manager & State Purchasing Administrator, develops section goals & objectives & formulates & implements tactics to accomplish goals & objectives: develops & oversees section procedures for annual spending on commodities & materials for internal use; maintains account assessment of all customer agencies for services rendered; directs staff in data collection & entry into database; defines reports extracted from database; generates reports from tracking system for management.	Knowledge of 1*, 2*, (13) budgeting & accounting. Skill in 9 Ability to (14) prepare meaningful, concise and accurate reports. *developed after employment

April 7/8/10 *aw*

JOB CODE 64536	List Position Numbers & Job Titles of Positions Directly Supervised: 20005648 Administrative Assistant 2 20005657 College Intern 20005665 State Purchasing Standards Analyst 20005690 State Procurement Analyst 20005691 State Procurement Analyst 20076586 State Purchasing Standards Analyst	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 7/8/10
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