

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005709	<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 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 <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 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.				

Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Evaluates vendor compliance with respect to quality & delivery requirements of materials & services being provided on Cooperative Purchasing contracts: assists members in resolving contract compliance issues with respective suppliers (e.g., non-delivery, sub-standard quality, incorrect product being provided).	Knowledge of (1) generally accepted business practices; (2) state of Ohio business & procurement processes & procedure*; (3) program rules & practices*; (4) human relations; (5) public relations; (6) conflict resolution. Skill in (7) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access* Outlook, PeopleSoft*). Ability to (8) define problems, collect information, draw valid conclusions; (9) maintain congenial respectful work relationships with diverse group of people; (10) share information about tech business concepts effectively to variety of audiences; (11) prepare meaningful, accurate & concise report; (12) handle sensitive telephone & face-to-face inquiries & contacts with vendors & government & agency officials; (13) obtain & maintain valid drivers license.
20	Provides information &/or instructions to program members when making purchases of supplies & services from Department of Administrative Services &/or other cooperative contracts: provides guidance to members on using contracts (e.g., interpreting terms, conditions & specifications listed in contracts to ensure member needs are being met, provides instruction on receiving methods, item availability, inventory control & receiving requirements); provides information &/or instructions to Minority Business Enterprise (MBE) vendors; provides guidance on locating opportunities & ensures customer needs are being met; responds to verbal & written inquiries from MBE suppliers & others regarding application of program statues & procedures; makes contact & initiates correspondence to resolve complaints &/or to ensure needs are being met.	Knowledge of 1, 2*, 3*, 4, 5, (14) fair market pricing concepts* (15) contract & price development. Skill in 7 Ability to 8, 9, 10, 12, 13 *developed after employment.

Apd 12.01.14 cc

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/1/14
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POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005709 JOB CODE TITLE State Purchasing Specialist JOB CODE 64531	<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 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 <input type="checkbox"/> Essential	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: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Prepares reports of observations & activities with Co-op members: assists with distribution of program information to Co-op members, suppliers & other relative to new contracts changes & other pertinent data; assist with preparation of materials for presentations at meetings with numerous groups regarding program features & mechanics; participates in customer/potential customer public relations; attends conferences upon request; provides current information relative to services performed by work unit; tracks various monthly & quarterly MBE metrics & prepares related reports; assists with distribution of program information.	Knowledge of 1, 2*, 3* Skill in 7 Ability to 8, 9, 11, 12, 13	
	20	Assists in planning & attends MBE vendor outreach events: prepares & sends communications/notifications of event; greets MBE vendors and provides program information & assistance; answers procurement-related questions.	Knowledge of 1, 2*, 3*, 14*, 15 Skill in 4, 5, 6, 7 Ability to 8, 9, 11, 12, 13	
	10	Processes purchase complaint reports: responds to verbal & written inquiries from Co-op members, suppliers & others regarding application of program statutes & procedures; makes contact & initiates correspondence to resolve complaints &/or to ensure contract compliance; assists with responding to other Co-op programs (e.g., NASPO, NIGP, CO-OP, SWOP4G, higher education) on procurement issues; submits samples of purchased items for laboratory testing & evaluation of items purchased by members; other duties as assigned.	Knowledge of 1, 2*, 3*, 14*, 15 Skill in 7 Ability to 8, 9, 11, 12, 13	
		Requires travel & may require overnight stays.	*developed after employment.	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Selch/ce</i>	DATE 12/1/14	

Apr 12.01.14 (cc)