

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106145
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 checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Cooperative Purchasing Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005679 State Purchasing Procurement Manager	
	<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	
JOB CODE TITLE State Purchasing Specialist	45	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 products being provided); makes contact & initiates correspondence to resolve complaints &/or to ensure contract compliance.	Knowledge of (1) generally accepted business practices; (2) state of Ohio business & procurement processes & procedures*; (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 groups of people; (10) teach business concepts effectively to variety of audiences; (11) prepare meaningful, accurate & concise reports; (12) handle sensitive telephone & face-to-face inquiries & contacts with vendors & government & agency officials; (13) obtain & maintain valid driver's license.	
	25	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, inventory control & receiving requirements).	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.	
JOB CODE 64531	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhomen/ce</i>	
			DATE 4/15/09	

apd 4-15-09 cal

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
20	Processes purchase complaint reports: responds to verbal & written inquiries from Co-op members, suppliers & others regarding application of program statutes & procedures; assists with responding to other Co-op programs (e.g., NASPO, NIGP, CO-OPP, SWOP4G, River Valley Purchasing, higher education) on procurement issues; initiates correspondence to resolve complaints & ensures contract compliance; submits samples of purchased items for laboratory testing & evaluation of items purchased by members.	Knowledge of 1, 2*, 3*, 14*, 15 Skill in 7 Ability to 8, 9, 11, 12, 13		
10	Prepares reports of observations & activities with Co-op members; assists with distribution of program information to Co-op members, suppliers & others relative to new contracts, contract 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 visitations; attends conferences upon request; provides current information relative to services performed by work unit.	Knowledge of 1, 2*, 3* Skill in 7 Ability to 8, 9, 11, 12, 13		
	Requires travel & may require overnight stays.	*developed after employment.		
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