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| <b>POSITION DESCRIPTION</b>                          |  | AGENCY/DEPT ID<br>DAS106145      |
| DIVISION OR INSTITUTION<br>General Services Division | UNIT OR OFFICE<br>Office of Procurement Services | COUNTY OF EMPLOYMENT<br>Franklin |

|   |  |   |  |                                       |
|---|--|---|--|---------------------------------------|
| POSITION NUMBER<br>20005709<br><br>JOB CODE TITLE<br>State Purchasing Specialist<br><br>JOB CODE<br>64531 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update   |   | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree   |                                       |
|   | USUAL WORKING TITLE OF POSITION<br>Cooperative Purchasing Specialist   |   | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>See Table of Organization  |                                       |
|   | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified<br><input type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt<br>If FLSA Exempt, exemption type | Bargaining Unit 14<br><br>Page 1 of 2 |
|   | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>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  |
|----|---|--|
| 40 | 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.<br>Skill in (7) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access*Outlook, PeopleSoft*).<br>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). | Knowledge of 1, 2*, 3*, 4, 5, (14) fair market pricing concepts* (15) contract & price development.<br>Skill in 7<br>Ability to 8, 9, 10, 12, 13   |

\*developed after employment .

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| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Jeffrey Westhonen</i> | DATE<br>3/14/13 |
|--|--|-----------------|

apd 3-15-13 ad

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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 statues & 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.  | Knowledge of 1, 2*, 3*, 14*, 15<br>Skill in 7<br>Ability to 8, 9, 11, 12, 13 |
| 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.<br><br>Requires travel & may require overnight stays. | Knowledge of 1, 2*, 3*<br>Skill in 7<br>Ability to 8, 9, 11, 12, 13          |

\*developed after employment.

|  |  |                 |
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|--|--|-----------------|

add 3-15-13 ad