100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106145

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	Franklin

POSITION NUMBER 20005709

JOB CODE TITLE State Purchasing Specialist

JOB CODE 64531

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Cooperative Purchasing Specialist	20005679 State Purchasing procurement Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ 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
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. 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).	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 .

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westbrown	6-6-11

Upd 6.5.11 (ak)

100-100U

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AGENCY/DEPT ID
DAS106145

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	Franklin

POSITION NUMBER 20005709

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Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Cooperative Purchasing Specialist	20005679 State Purchasing Procurement Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type	Bargaining Unit 14 Page 2 of2

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 CODE TITLE
State Purchasing Specialist

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 Skill in 7 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.	Knowledge of 1,2*, 3* Skill in 7 Ability to 8, 9, 11, 12, 13
	Requires travel & may require overnight stays.	*developed after employment.

JOB CODE 64531

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhaven	6-6-11

Upd 6.5.11 (aw)