

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106135

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005750

Reclassification New Position Update Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005659 State Purchasing Procurement Manager

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

Bargaining Unit 98

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|--|--|
| 35 | Assists Office of Procurement Services staff as required by manager: enters data into OAKS & Office of Procurement Services (OPS) databases; posts information onto OPS web site, issues e-mail notifications of procurement projects; develops & maintains spreadsheets; reviews & proofreads documents; files & organizes documentation; mails correspondence to suppliers & contractors. | Knowledge of (1) office practices & procedures* (2) customer service; (3) human relations. Skill in (4) operation of personal computer & associated software (e.g. MS Word, Excel, Outlook, Access, PeopleSoft*) & use of Internet. Ability to (5) carry out detailed instructions; (6) maintain & update files; (7) compare & update documents; (8) add, subtract, multiply & divide whole numbers; (9) answer routine phone calls; (10) cooperate with co-workers on projects; (11) maintain accurate records; (12) create meaningful, concise & accurate reports. |
| 35 | Supports Procurement Services units: prepares cancellation amendments on contracts that have had no business or are not meeting \$50,000 minimum requirement; reviews files & prepares for archives or purging; processes administrative amendments, minor changes, & corrections to contracts; assists with vendor registration for mandatory training sessions; maintains quality control on web site; reviews completed contracts, renewals & new contracts; assists Standards Analyst as needed. | Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11 |
| 30 | Conducts price analysis & comparison on current contracts: retrieves data from technical material in books, journals & manuals; utilizes General Services Division (GSD) & National Institute Governmental Purchasing (NIGP) state web site to obtain comparison pricing; develops & formats standardized spreadsheets for data analysis. | Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11, 12 |

*developed after employment

JOB TITLE
College Intern

JOB CODE
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

9/18/09

apcl 9-21-0902