

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005802	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input checked="" type="checkbox"/>	
	USUAL WORKING TITLE OF POSITION Management Analyst Supervisor 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005651 State Purchasing Contracts 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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30AM TO: 4:30PM Report in location subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	60	Serves as agency manager for State Procurement Reform activity & Hedge Hog engagements: establishes timelines & guidelines for team on e-procurement engagements; researches spending information from state agencies, higher education, K-12, cooperative purchasing members & municipalities; conducts spend analyses; sources suppliers through internet research (e.g., data, specifications, pricing, manufacturers/suppliers); assists in set-up & monitoring of e-negotiation events & reverse auctions; tracks & evaluates vendor performance; formulates & implements policies & procedures (e.g., reverse auction policy, sourcing procedure); serves as liaison between Hedge Hog & State Procurement Services; follows up on all pending Hedge Hog & Office of Procurement Services' projects & delivery of team members' projects; monitors work product of team & provides feedback; assists analysts with contract maintenance to ensure contracts are current; provides technical assistance to team/unit members.	Knowledge of (1) Department of Administrative Services' state purchasing policies & procedures & Ohio laws & rules pertaining to procurement*; (2) business administration; (3) public relations; (4) management; (5) purchasing & procurement; (6) data collection & analysis; (7) project management. Skill in (8) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access, Outlook, PowerPoint); (9) use of calculator. Ability to (10) collect & analyze data; (11) determine project size, scope & complexity; (12) identify & evaluate suitable vendors; (13) prepare & maintain accurate records & reports; (14) handle routine & sensitive in-person, telephone & written contacts with customers, vendors sales representatives & other government personnel.	
	20	Prepares reports based on analysis conducted on Procurement Reform Program: prepares monthly, quarterly & annual reports of unit/team activity (e.g., Excel spreadsheets); compiles data into usable reports (e.g., graphs, charts, tables); makes recommendations on changes in policy & procedures; assists in developing program plans & strategy.	Knowledge of 2, 4, 5, 6, 7 Skill in: 8, 9 Ability to: 10.	
	20	Collaborates with other departments & divisions, consultants &/or vendors: coordinates & attends meetings; makes telephone calls in order to ascertain data or needed information; prepares correspondence; other duties as needed.	Knowledge of 1*, 2, 3, 4, 5, 6, 7 Skill in: 8. Ability to: 11, 12, 14.	
		This position is overtime exempt.		
		List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 7/9/09	

april 7-13-09 ad