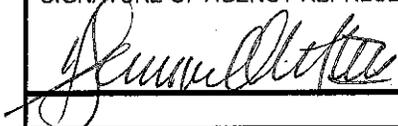


| | | |
|---|-----------------------------------|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS/505140 |
| DIVISION OR INSTITUTION Office of Information Technology | UNIT OR OFFICE Business Office | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|-----------------------------|---|---|---|--|
| POSITION NUMBER 20006013 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006023 Fiscal Officer 2 | |
| | <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 22 PR 12 Page 2 of |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | | |
| 35 | Responsible for procurement review and verification of specifications, terms and conditions, coding and funding for OIT purchases. Maintains data and prepares reports for OIT Business Office management regarding major OIT procurement activities; liaison with OIT Business Office budget staff on procurement planning, and current and future procurement needs to ensure and validate allotment and cash availability. Produces and provides weekly report for the unit supervisor on status of requests. Maintains database on all OIT maintenance renewals and agreements. Makes recommendations for improvements in processes or policies within the OIT Procurement Unit. Establishes guidelines and timeframes for the various procurement needs and methods. | Knowledge of 1, 2, 3, 4*, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16. | | |
| 10 | Performs other duties as assigned (e.g., disseminates information regarding evaluation of procurement requirements, and acquisition related items). Maintains a Payment Card and acts as the Payment Card back-up analyst for other procurement staff. Attends meetings as requested/required & is assigned other procurement duties when necessary. | Knowledge of 1, 2, 3, 4*, 5* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16. | | |
| | | *Developed after employment. | | |
| JOB CODE 63215 | JOB CODE TITLE Management Analyst Supervisor I | SIGNATURE OF AGENCY REPRESENTATIVE  | DATE 10/20/10 | |