

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106175

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

COUNTY OF EMPLOYMENT
FRANKLIN

Reclassification New Position Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Office Assistant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20005642 Management Analyst Supervisor 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 am TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Types & proofs routine documents for Office of Procurement Services & serves as backup to Bid Desk: converts Invitation to Bid/Request for Proposals, Contracts & related addenda/amendment document into PDF format; links related documents within acrobat reader; saves PDF document to appropriate web server directory; enters Invitation to Bid/Request for Proposals, Contracts & related addenda/amendment documents into web database to update Procurement Opportunities website; assigns bid number, index number & opening dates; proofs all documentation for accuracy; posts opportunities/addenda for non-DAS agencies & cooperative purchasing entities upon request; creates user accounts & updates announcements in web back office database; creates HTML links to related PDF files within a Bid/RFP document; reviews contract data for accuracy; notifies contractors by e-mail or U.S. mail of contract award or addendum; files buyers mockup & all related contract data; reviews term contracts entered in Ohio Administrative Knowledge System (OAKS) for accuracy.	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, MS Excel, Outlook) & use of Internet. Ability to (5) carry out detailed instructions; (6) prepare print orders; (7) maintain & update files; (8) complete routine forms; (9) proofread documents; (10) add, subtract, multiply & divide whole numbers; (11) copy records precisely without error; (12) distribute internal mail; (13) answer routine phone calls; (14) cooperate with co-workers on projects; (15) maintain accurate records.
30	Performs clerical tasks & serves as backup up to Clerk 2 in Procurement Support: provides support to internal and external customers (analyst, agencies and the public) upon request; utilizes Internet to extract vendor registration data from Omnicom (e.g., electronic vendor registration database); creates e-mail notification to vendors advising of potential procurement opportunities; posts bid opportunity to Demandstar (bid advertising service); enters data from term contract addenda into OAKS; generates & distributes One-Time Invitation to Bid purchase orders from requisitions using OAKS; enters One-Time Invitation to Bid award into back office web site; assists customers with vendor registration; distributes mail for State Purchasing section; clocks in bid mail for bid desk; logs in receipt of Certified, UPS, Fed EX & other courier deliveries; receives complaint to vendor actions in order to maintain log & forward to appropriate buyer; receives & processes sealed bids.	Knowledge of 1, 2, 3, Skill in 4 Ability to 5, 7, 8, 9, 10, 11, 12, 13, 14, 15
35	Maintains office contract filing system: organizes & updates pending contract files; verifies & updates Procurement Contact Directory. Performs other duties as assigned.	Knowledge of 1 Skill in 4 Ability to 5, 7, 8, 10, 11, 14, 15 *developed after employment.

POSITION NUMBER
20006016

JOB TITLE
Office Assistant 2

JOB CODE
12512

Cpld 5.30.11 (AK)

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey A. Astrom

6-6-11