

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006023	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Fiscal Officer 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006027 Business Operations Manager 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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 14 Page 1 of 2
	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
50	Plans, directs & manages the Office of Information Technology's (OIT) procurement management program: develops overall OIT procurement plan; monitors policies & activities; develops & prepares weekly, monthly & annual reports that provide descriptions & performance measures of key projects & the financial status of IT procurements; formulates & responsibly directs implementation of reporting, tracking & analysis methodologies for all OIT procurements; consults with OIT program managers, OIT Business Office management, the Chief Information Officer, OIT Budget Unit, OBM State Accounting & DAS State Purchasing to determine needs, assist with development of procurement plans and reporting; oversees processing of requests for hardware, software, & services; monitors compliance with relevant policies, procedures & standards; reviews &/or develops contracts for personal services, equipment, software, maintenance, Controlling Board requests, Release and Permits for OIT acquisitions, Memoranda of Understanding and Agreement, & payment card purchases; serves as liaison to OIT managers regarding computer related key projects & procurement activities; manages OIT contracts, current procurement activities & future procurement plans; supervises lower-level staff in the analysis, management, & reporting of all OIT data pertaining to procurement and contracts; performs personnel functions related to the unit (e.g., training, performance evaluations, hiring, discipline).	Knowledge of (1) state procurement laws, rules, & regulations*; (2) agency procurement practices;* (3) government structure & process;* (4) applicable state & federal laws, rules & regulations governing fiscal operations, (5) project management; (6) contract administration; (7) supervision principles & techniques; (8) employee training & development; (9) business administration; (10) fiscal management; Skill in (11) use of personnel computer & associated software & hardware (e.g., MS Office, OAKS*). Ability to (12) communicate verbally & in writing on technical & non-technical matters; (13) write routine business letters, evaluations & records following standard procedures; (14) handle routine & sensitive inquires from program managers, state employees & general public; (15) maintain procedures for timely processing of procurement requests & accurate fiscal reporting; (16) cooperate with co-workers on group projects; (17) apply principles to solve everyday problems; (18) deal with large number of variables & determine specific course of action; (19) define problems, collect data, & draw valid conclusion; (20) resolve coding, budget, & purchase order issues.
		*developed after employment

JOB CODE TITLE  
 66536  
 Fiscal Officer 2  
 ARD 11-1-11

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/27/11
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