

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006023	<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 SEE TABLE OF ORGANIZATION	
	<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	<p>Plans, directs &amp; manages the Office of Information Technology's (OIT) procurement management program: develops overall OIT procurement plan; monitors policies &amp; activities; develops &amp; prepares weekly, monthly &amp; annual reports that provide descriptions &amp; performance measures of key projects &amp; the financial status of IT procurements; formulates &amp; responsibly directs implementation of reporting, tracking &amp; 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 &amp; DAS State Purchasing to determine needs, assists with development of procurement plans and reporting; oversees processing of requests for hardware, software, &amp; services; monitors compliance with relevant policies, procedures &amp; standards; reviews &amp;/or develops contracts for personal services, equipment, software, maintenance, Controlling Board requests, Release and Permits for OIT acquisitions, Memoranda of Understanding and Agreement, &amp; payment card purchases; serves as liaison to OIT managers regarding computer related key projects &amp; procurement activities; manages OIT contracts, current procurement activities &amp; future procurement plans; supervises financial analysts in the analysis, management, &amp; reporting of all OIT data pertaining to procurement and contracts; performs personnel functions related to the unit (e.g., training, performance evaluations, hiring, discipline).</p>	<p><b>Knowledge of</b> (1) state procurement laws, rules, &amp; regulations*; (2) agency procurement practices*; (3) government structure &amp; process*; (4) applicable state &amp; federal laws, rules &amp; regulations governing fiscal operations, (5) project management; (6) contract administration; (7) supervision principles &amp; techniques; (8) employee training &amp; development; (9) business administration; (10) fiscal management;</p> <p><b>Skill in</b> (11) use of personnel computer &amp; associated software &amp; hardware (e.g., MS Office, OAKS*).</p> <p><b>Ability to</b> (12) communicate verbally &amp; in writing on technical &amp; non-technical matters; (13) write routine business letters, evaluations &amp; records following standard procedures; (14) handle routine &amp; sensitive inquires from program managers, state employees &amp; general public; (15) maintain procedures for timely processing of procurement requests &amp; 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 &amp; determine specific course of action; (19) define problems, collect data, &amp; draw valid conclusion; (20) resolve coding, budget, &amp; purchase order issues.</p> <p>*developed after employment</p>
JOB CODE 66566	List Position Numbers & Job Titles of Positions Directly Supervised:  SEE TABLE OF ORGANIZATION	SIGNATURE OF AGENCY REPRESENTATIVE  DATE 8/12/15

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	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
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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
30	<p>Recommends changes in policies &amp;/or procedures to improve programs of procurement &amp; deployment, asset control, financial management &amp; reporting (e.g., recommends methods to improve cost effectiveness of procurement &amp; utilization of goods &amp; services, recommends methods to budget more accurately, identifies &amp; makes recommendations for resolution of projected shortfalls, recommends methods to improve the accountability &amp; efficiency of the IT charge back disbursement system); provides technical direction &amp; assistance to managerial personnel throughout OIT regarding the implementation, planning &amp; financial soundness of key procurements for OIT.</p>	<p><b>Knowledge of 1*, 2*, 3*, 4, 5, 6, 9, 10;</b>  <b>Skill in 11;</b>  <b>Ability to 12-20.</b></p>
15	<p>Develops &amp; implements various evaluation tools, instruments &amp; methodologies needed for effective process improvement: tracks &amp; monitors OIT expenditures &amp; project performance, oversees collection of data &amp; maintenance of records regarding IT expenditure controls, disbursements, encumbrances &amp; charge backs; develops &amp; implements various evaluation strategies needed to effectively monitor the status of key performance measures; prepares procedure manuals for OIT managers regarding the policies &amp; procedures required to complete cost projections &amp; cost/benefit analysis &amp;/or revises manuals, policies, programs, proposed rules, regulations &amp;/or directives regarding the OIT procurement management program.</p>	<p><b>Knowledge of 1*, 2*, 3*, 4-6, 9, 10;</b>  <b>Skill in 11;</b>  <b>Ability to 12-20.</b></p>
5	<p>Performs other related duties as assigned: attends meetings; prepares correspondence; provides weekly &amp; monthly status reports for Business Operations Manager; provides assistance with special finance projects.</p>	<p><b>Knowledge of 1*, 2*, 3*, 4- 6, 9, 10;</b>  <b>Skill in 11;</b>  <b>Ability to 12-14; 16-20.</b></p>

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