

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

POSITION NUMBER 20006026	<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 Project Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 2
	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
20	Prepares & analyzes various financial statements & cost accounting reports for Office of Information Technology (OIT); performs fiscal duties associated with Release & Permits (R&P) (e.g., works with the requestor, prepares documents; enters request in Ohio Administrative Knowledge System); enters data related to R&P processing into database; monitors information in the contract database; mails copy of purchase order to vendor & requestor; assists other fiscal personnel in unit; acts as payment card back-up for lower-level personnel & assists when additional coverage is needed; prepares weekly, monthly, & annual expenditure & ad hoc reports for Procurement Unit & Business Office management.	Knowledge of (1) state procurement laws; (2) agency procurement practices; (3) government structure and process; (4) applicable state & federal laws, rules & regulations governing fiscal operations; (5) project management; (6) contract administration; Skill in (7) use of personnel computer & associated hardware & hardware (e.g., MS Office, PeopleSoft, OAKS*); (8) use of Excel (e.g., if/then statements, linking worksheets, writing formulas, pivot tables); Ability to (9) communicate verbally & in writing on technical & non-technical matters; (10) research & collect data, analyze results, make recommendations & develop reports based on financial research; (11) handle routine & sensitive inquires from program managers, state employees & general public; (12) follow procedures for accurate fiscal reporting & processing procurement requests; (13) cooperate with co-workers on group projects; (14) apply principles to solve everyday problems; (15) deal with large number of variables & determine specific course of action; (16) define problems, collect data, & draw valid conclusion; (17) resolve coding, budget, & purchase order issues; (18) review & evaluate requests to purchase supplies, equipment & personal services. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2.1.10
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App'd 2-2-10 CB

JOB TITLE
Fiscal Specialist 2

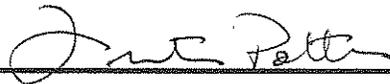
 JOB CODE
66532

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POSITION NUMBER 20006026	<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 Project Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2
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
70	Under general direction, reviews, evaluates, prepares, coordinates, & processes requests to purchase software, supplies, equipment, hardware, & personal services for OIT as well as OIT purchases that affect DAS statewide: reviews & verifies specifications, terms, conditions, coding, & funding for OIT purchases; works with appropriate OIT program managers to determine proper purchasing methods; reviews & validates terms & conditions of contracts to purchase, lease, &/or maintain software, hardware & services; develops, writes, &/or reviews Controlling Board (CB) requests & represents OIT at CB meetings as alternate; provides research & documentation for CB requests & develops language for subsequent contracts; writes, reviews, & evaluates Memorandums of Understanding & Agreement, & requests for quotes; works with OIT managers & technical staff to correctly apply state procurement laws & regulations, assist in planning for procurement needs, & to ensure timely acquisition of all related items; troubleshoots issues regarding the procurement of goods & services, release & permits, controlling board information, & vendor relationships or reliability; utilizes OAKS to facilitate the purchasing process; reviews & verifies state term schedules & state term contracts for appropriate procurement method; coordinates activities of hardware & software vendors in conjunction with the Budget Unit, Inventory Control, & Accounts Payable; works with vendors on requests for quotes, status of purchase orders, delivery of goods/services & payments; solicits informal telephone bids, prepares files & records on all actions.	Knowledge of 1, 2*, 3*, 4, 5, 6 Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14, 15, 16, 17, 18
10	Performs other related duties as required: disseminates information regarding evaluation of procurement requirements & acquisition related items; coordinates annual maintenance renewals for OIT by program area to ensure efficient & timely renewals; analyzes procurement activity; makes recommendations for improvements in processes or policies within the procurement unit; attends meetings; educates OIT customers on the processes & policies for procuring goods & services.	Knowledge of 2*3* Skill in 7, 8 Ability to 9, 10, 11,13 developed after employment.

App'd 2-2-10 CB

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			2-1-10