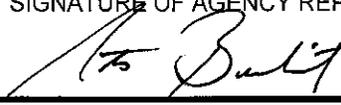


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office/Procurement Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006032	<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 Sourcing Associate		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	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR - 27 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8.00 a.m. TO: 5.00 p.m.			

JOB CODE 64511	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>		
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	60	<p>Under general direction of the Purchasing Unit Supervisor, supports agency's sourcing function by soliciting quotes, placing orders, &amp; tracking order status; reviews &amp; evaluates requests to purchase (RTP) supplies, equipment &amp; personal services for Office of Information Technology (OIT) &amp; OIT purchases that affect DAS statewide; reviews, evaluates &amp; processes routine requests for information technology hardware, software &amp; related services; verifies all information is correct (e.g., checks financial coding, justifications); determines proper purchasing method &amp; compliance with state &amp;/or federal regulations; receives, logs, forwards, &amp; tracks OIT RTPs through the approval process; responsible for entering the RTP on the RTP tracking system &amp;/or the Payment Card System &amp; the contract tracking system; reviews state term schedules &amp; contracts; contacts state term vendors for requests for quotes; solicits telephone bids; prepares files &amp; records on all actions; enters requests in Ohio Administrative Knowledge System (OAKS) &amp; monitors all stages of the request; dispatches the Purchase order &amp; makes copies for the vendor &amp; the requestor; verifies receipt of goods &amp; services &amp; notifies Payment Unit to pay the vendor; maintains copies of all completed procurements for subsequent audits.</p>	<p><b>Knowledge of</b> (1) state procurement laws; (2) procurement practices; (3) government structure &amp; process; (4) applicable state &amp; federal laws, rules &amp; regulations governing fiscal operations; (5) business administration;  <b>Skill in</b> (6) use of personal computer &amp; associated hardware/software (e.g., MS Word, Excel, Access, PeopleSoft/OAKS);  <b>Ability to</b> (7) communicate verbally &amp; in writing on technical &amp; non-technical matters; (8) prioritize work &amp; meet deadlines; (9) work with vendors, review quotes, &amp; monitor procurement contracts; (10) define problems, collect data, &amp; draw valid conclusion; (11) write routine business letters, evaluations &amp; records following standard procedures; (12) handle routine &amp; sensitive inquires from program managers, state employees, &amp; general public; (13) research data for timely processing of procurement requests &amp; accurate fiscal reporting; (14) cooperate with co-workers on group projects; (15) provide good customer service.</p> <p style="text-align: right;">*developed after employment</p>
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15

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

POSITION NUMBER 20006032	<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 Sourcing Associate		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	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR - 27 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
15	Enters & maintains data on the Payment Card System & creates weekly, monthly & ad hoc reports: maintains accurate records of requests & all associated documentation; processes paperwork for Release & Permits (R&P) for OIT purchases; performs administrative duties associated with the R&P (e.g., working with the requestor, providing the information for the RP web-based system & mailing the RP to the user).	<b>Knowledge of 1, 2, 3*, 4;</b> <b>Skill in 6;</b> <b>Ability to 7, 8, 10-15.</b>
10	Works closely with OIT staff & program managers to ensure timely acquisition of requested items: assists OIT managers & technical staff to correctly apply state procurement laws & regulations; provides good customer service.	<b>Knowledge of 1, 2, 3*, 4;</b> <b>Skill in 6;</b> <b>Ability to 7-9, 12, 15.</b>
10	Assists other analysts in the unit in reviewing Controlling Board requests: assists with research & documentation for Controlling Board requests; assists other analysts in the unit with the development of language for new contracts & agreements; assists with research & documentation.	<b>Knowledge of 4;</b> <b>Skill in 6;</b> <b>Ability to 7, 10, 11, 13, 14.</b>
5	Performs administrative duties (e.g., disseminates information regarding evaluation of procurement requirements & acquisition related items, makes copies, maintains files, attends meetings, writes weekly & monthly reports on status of purchases, works on other duties as assigned).	<b>Knowledge of 1, 2, 4;</b> <b>Skill in 6;</b> <b>Ability to 7.</b>

\*developed after employment

JOB CODE 64511	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/12/15