

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Acquisition Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20075575 Deputy Director 5

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	Oversees & manages Acquisition Management Unit of Office of Procurement Services: Requests for Proposal (RFPs), & Invitations to Bid (ITBs) for all IT procurements; works collaboratively with Office of Information Technology to identify best IT procurement vehicle (e.g., RFP, ITB, STS) per agency request; monitors fiscal activities; sets project priorities; supervises subordinate-level IT procurement supervisors; manages IT pre-approval & release & permit processes.	Knowledge of (1) IT procurement best practices (e.g., RFP, R&P, ITB); (2) agency policies & procedures (e.g., work rules, work deadlines)*; (3) project management & project lifecycle; (4) business administration, management or public administration; (5) government structure & process; (6) supervision; (7) public relations/customer service. Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Word, Excel & PowerPoint); Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) gather, collate & classify information about data, people or things; (11) handle routine & sensitive telephone, written & fact-to-face contacts with employees, general public, private & government officials.
15	Provides expertise related to IT procurement policies, procedures, & best practices; identifies areas for IT procurement agency training & establishes corresponding IT procurement curricula; conducts &/or arranges for IT procurement training & IT procurement workshops.	Knowledge of 1, 2*, 3, 4, 5, 7, (12) training practices & techniques; Skill in 8 Ability to 9, 10, 11
5	Identifies, analyzes, documents & advises upper level management regarding all IT procurement projects: interacts & participates in meetings with agencies & related parties requesting IT procurements; attends & represents GSD, Office of Procurement Services at conferences, seminars, & meetings related to IT procurement & best practices. Performs other duties as assigned. Position is overtime exempt.	Knowledge of 1, 2*, 3, 4, 5, 7 Skill in 8 Ability to 9, 10, 11 *developed after employment.

POSITION NUMBER
20006598

JOB CODE TITLE
Computer Acquisition Manager

JOB CODE
64176

appel 1-6-08 ax

List Position Numbers & Titles of Positions Directly Supervised:
20006599 Administrative Assistant 4
20006643 Administrative Assistant 4
20006616 Computer Acquisitions Analyst Supervisor
20006602 Computer Acquisitions Analyst Supervisor

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/pc

6/18/08