

# 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: Administrative Assistant 4  
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006598 Computer Acquisition Manager

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
65	<p>On behalf of Acquisition Manager, administers information services program for dissemination of information to statewide agencies &amp; suppliers regarding acquisition of IT hardware, software &amp; services; develops materials &amp; provides one-on-one &amp; group instruction on bid processes &amp; Acquisition's electronic procurement system for statewide agencies &amp; suppliers; independently conducts research &amp; formulates correspondence, reports &amp; non-typical documents for consideration; provides timely responses to protest letters received from suppliers not awarded contracts during bid process; researches, organizes &amp; performs statistical analysis of data gathered for IT procurement decision making; researches, tracks &amp; responds to public information requests; researches (e.g., technical manuals, supplier offerings, Internet) information technology issues &amp; assists in preparation of acquisition documents, white papers &amp; reports; assess &amp; monitors quality improvement initiatives pertaining to services provided to customers of Acquisition Management; reviews existing policies &amp; procedures &amp; recommends value-added changes with improved economic &amp; efficient use of resources; develops &amp; implements Acquisition's operational policies &amp; procedures.</p>	<p>Knowledge of (1) IT procurement best practices (e.g., RFP, STS, ITB); (2) agency policies &amp; procedures (e.g., work rules, work deadlines)*; (3) project management &amp; project lifecycle; (4) business administration, management or public administration; (5) government structure &amp; process; (6) public relations/customer service. Skill in (7) operation of personal computer &amp; associated hardware/software (e.g., MS Word, Excel &amp; PowerPoint); Ability to (8) define problems, collect data, establish facts &amp; draw valid conclusions; (9) gather, collate &amp; classify information about data, people or things; (10) handle routine &amp; sensitive telephone, written &amp; fact-to-face contacts with employees, general public, private &amp; government officials; (11) develop &amp; write policies &amp; procedures; (12) write accurate &amp; concise reports.</p>
25	<p>Assists Acquisition Manager &amp; supervisors with internal communications: facilitates &amp; seeks opportunities to improve communications between Acquisitions &amp; other program areas.</p>	<p>Knowledge of 1, 2*, 4, 5, 6, (13) communication strategies &amp; techniques Skill in 7 Ability to 8, 9</p>
10	<p>Performs other related projects &amp; tasks as needed: maintains &amp; coordinates desktop hardware &amp; software inventory; manages special projects; schedules meetings (e.g., internal &amp; supplier meetings).</p>	<p>Knowledge of 4, 6 Skill in 7 Ability to 8, 9, 12, (14) coordinate &amp; schedule meetings.</p>

Position is overtime exempt.

\* developed after employment.

List Position Numbers & Titles of Positions Directly Supervised:

20006600 College Intern

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/ea*

6/19/08

POSITION NUMBER  
20006599

JOB CODE TITLE  
Administrative Assistant 4

JOB CODE  
63124

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