

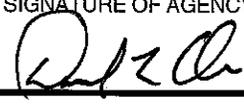
POSITION DESCRIPTION		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Enterprise IT Contracting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006599	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Program Administrator		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 Administrative

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	On behalf of the OIT/Enterprise IT Contracting, Sourcing & Analytics manager, serves as the contract quality assurance coordinator by relieving manager of administrative duties & creating, assigning, tracking, developing, reviewing & implementing policies and procedures relative to IT contracting and procurement programs (e.g. State Term Schedule [STS]; Maintenance Agreement [MMA]; Master License Agreements [MLA]; Request for Proposals [RFP]; Master Cloud Service Agreements [MCSA]; Master Service Agreements [MSA], etc.).	Knowledge of (1) DAS & State Purchasing policies*; (2) laws, rules & regulations relating to purchasing (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) governmental structure & process*; (4) supervision principles & practices; (5) employee training & development; (6) management; (7) database maintenance. 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, collage & classify information about data, people or things; (11) handle routine & sensitive telephone, written or face-to-face contacts with employees, general public, private & government officials; (12) develop & write policies & procedures; (13) write accurate & concise reports; (14) work in a team environment.
15	Successfully carries out and completes assigned procurement-related projects (e.g., spend analysis and other data analytics, developing business requirements, conducting training, creating/updating IT procurement and procedure manuals); monitors tasks to keep employees on target (e.g. schedules meetings; prepares & distributes minutes; tracks tasks & reminds employees of deadlines; monitors after completion for any necessary modifications &/or updates).	Knowledge of 1*, 2, * 3* 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, (15) establish friendly working atmosphere with supervisor and coworkers.
15	Performs other related tasks as needed; prepares reports as assigned; assists in updating signature authority for administrative contract changes; prepares & directs preparation of correspondence, reports, policy statements & legislative drafts.	Knowledge of 4, 6 Skill in 8 Ability to 9, 10, 12, 13, 14, 15 *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE OCT 7, 14
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JOB CODE TITLE
Program Administrator 3

 JOB CODE
63124
 APR 19/16/14