

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106195
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006599	<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 Program Administrator 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075575 Deputy Director 5	
	<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	Bargaining Unit 22 Page 1 of 1
	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	
	65	Provides program direction by relieving superior of most difficult administrative duties & formulates & implements program policy related to State Term Schedule (STS) & Maintenance Agreement (MMA) for information technology supplies & services: develops, analyzes & documents policies & procedures relative to STS & MMA programs (e.g., offer letters, forms, terms & conditions); reviews offers for completeness & compliance with program policies; works with appropriate staff during negotiation of contracts; analyzes & creates supplier amendments in conjunction with Office of Information Technology; maintains relevant contract information in database; ensures accuracy of information entered into OAKS (e.g., PeopleSoft Financials, pre-approvals & OIT Release & Permits); analyzes & resolves Complaint to Vendor issues related to information technology STS & MMA contracts with customer agencies, legal counsel, & supplier(s); recommends appropriate action to resolve contract compliance issues; develops extensive reports using MS Word, Cognos Reporting Tools & advanced functions in Excel.	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.	
	20	Works with technical staff regarding updates to information on procurement web site & resolving issues related to web site & database; trains staff on web site processes.	Knowledge of 1*, 2*, 3* 7 Skill in 8 Ability to 9, 10, 11, 12, 13	
	10	Develops & delivers formal presentations (e.g., PowerPoint slides, handouts) on the acquisition of IT hardware, software & services and on the use of DAS state procurement web site to suppliers, state agencies & DAS cooperative purchasing members. maintains records retention program for IT Procurement Services procurement documents (e.g. Request for Proposal, Invitation to Bid, STS & MMA contracts).	Knowledge of 1*, 2*, 3* 4 Skill in 8 Ability to 10, 11, 12	
	5	Performs other related projects & tasks as needed (e.g., updates Sharepoint site); manages special projects; schedules meetings (e.g., internal & supplier meetings); other duties as assigned.	Knowledge of 4, 6 Skill in 8 Ability to, 9, 10, 12 *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	
			DATE	
			Jeffrey Westhonen/ea 3/6/12	

POSITION NUMBER
20006599

JOB CODE TITLE
Program Administrator 3

JOB CODE
63124

Apr 3 '12 12:00