100-100U

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

POSITION NUMBER
20006602

JOB CODE TITLE
Computer Acquisition Analyst Supervisor

JOB CODE
64175

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Acquisition Analyst Supervisor

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
80	Supervises unit of computer acquisition analysts in reviewing, analyzing, evaluating & approving Requests for Proposals (RFPs) & Invitations to Bid (ITBs) to acquire data processing hardware, software, communication systems & services, for all agencies within State of Ohio: assigns projects & tasks to computer acquisition analysts to best utilize available resources; utilizes technical writing experience & project lifecycle knowledge to review & approve documents developed by computer acquisition analysts; directs, coordinates & monitors unit activities; evaluates work performance to ensure efficiency & compliance with department & computing industry standards; develops & implements unit policies, procedures & standards; provides on-the-job training & plans formal training of staff; participates in resolution of contract disputes after contract award; works with state agencies to resolve outstanding contractual issues; reviews & approves contract amendments in conjunction with OIT; represents manager during absences.	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	Reviews, analyzes & evaluates requests from multiple agencies to acquire large, complex data processing hardware, software, education, consulting services & maintenance for multi-platform systems based on industry standards, emerging technologies & strategic direction of state: in conjunction with OIT, reviews state agency request for potential cost savings; determines technical requirements for new hardware, software & communication systems & modifications, enhancements or upgrades to existing systems based on size, scope & level of complexity of agency's requests.	Knowledge of 1, 2*, 3, 4, 5, 7, (12) training practices & techniques; Skill in 8 Ability to 9, 10, 11
5	Contacts & meets with supplier technicians & sales representatives, multiple levels of agency personnel (e.g., high-level management & data processing technicians), interstate carriers & telephone companies to coordinate & provide information or to resolve technical problems on large computing projects: performs issues in conjunction with OIT; reviews & approves contract terms & conditions & purchase documents. Performs other duties as assigned.	Knowledge of 1, 2*, 3, 4, 5, 7 Skill in 8 Ability to 9, 10, 11
	Position is overtime exempt.	*developed after employment.

List Position Numbers & Titles of Positions Directly Supervised:
20006613 Computer Acquisition Analyst 1
20006614 Computer Acquisition Analyst 1
20006601 Computer Acquisition Analyst 2
20006607 Computer Acquisition Analyst 2
20006617 Computer Acquisition Analyst 2
20006646 Computer Acquisition Analyst 2

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 6/18/08

Apd 7608 ok