

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS106195

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Procurement Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20006602

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION    POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
Computer Acquisition Analyst Supervisor    20006598 Computer Acquisition Manager

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 22  
 Temporary     Unclassified  
 Intermittent     Essential    If FLSA Exempt, exemption type Administrative    Page 1 of 2

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

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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; reports to State Emergency Operations (SEOC) as assigned to provide resource support & logistics for impacted areas.	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; (8) State Emergency Operations Center Protocol* Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel & PowerPoint) Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) gather, collate & classify information about data, people or things; (12) 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, (13) training practices & techniques; Skill in 9 Ability to 10, 11, 12

\*developed after employment.

JOB CODE  
64175

List Position Numbers & Job Titles of Positions Directly Supervised:  
20006609 Computer Acquisition Analyst 2  
20006615 Computer Acquisition Analyst 1  
20006617 Computer Acquisition Analyst 2  
20006647 Computer Acquisition Analyst 2

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/jcc*

8/12/10

*Apr 8-12-10 pm*

JOB CODE TITLE  
Computer Acquisition Analyst Supervisor

