

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106125

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Procurement Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20006607

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Procurement Programs Specialist POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative 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 subject to change)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Provides MBE/EDGE (Minority Business Enterprise/Encouraging Diversity & Growth Equality) procurement program direction by relieving superior of non-routine administrative duties: formulates & implements program policy; reviews & evaluates contracts for supplies, services & data technology established through Competitive Selection (e.g., ITB, RFP & Reverse Auction) to determine potential for MBE set aside &/or potential for EDGE participation in conformance with Ohio laws & Executive Orders; prepares analytical reports for use in determining which contracts may be set aside for certified MBEs or those contracts that may contain language for participation by certified EDGE companies; coordinates with DAS-Equal Opportunity Division to locate certified MBEs & EDGE companies qualified to compete on intended purchases; prepares recommendation to upper management & sourcing teams as to which term contracts are being recommended for MBE set aside or EDGE participation for approaching fiscal year to meet goals set forth in law; on behalf of Chief Procurement Officer, prepares documentation pertaining to contracts selected for set aside for forthcoming fiscal year for review by upper management & DAS Director.	Knowledge of (1) State purchasing policies & procedures & Ohio laws & rules pertaining to procurement*; (2) business administration; (3) public relations; (4) management; (5) purchasing & procurement; (6) data collection & analysis; (7) project management; (8) contract language Skill in (9) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access, Outlook, PowerPoint); (10) use of calculator. Ability to (11) collect & analyze data; (12) determine project size, scope & complexity; (13) identify & evaluate suitable vendors; (14) prepare & maintain accurate records & reports; (15) handle routine & sensitive in-person, telephone & written contacts with customers, vendors sales representatives & other government personnel.
35	Conducts research & analysis: gathers raw data from reports, computer printouts & internet relative to agency spending on DAS term contracts; conducts comparison of agency spending (e.g., open market purchases, MBE set aside purchases, EDGE purchases); prepares graphs & reports for use by upper management; monitors successful completion of awarding contracts to MBE & EDGE companies to meet program goals & researches other types of supplies, services & data technology needs for potential set aside or EDGE participation to ensure that established goals are met for fiscal year.	Knowledge of 1*, 2, 3, 4, 5, 6, 7, 8 Skill in 9, 10 Ability to 11, 14, 15
20	Provides customer assistance & training: serves as liaison to certified MBE & EDGE business companies; provides training to companies on business opportunities, purchasing processes & related programs; attends functions & meetings of various committees, boards & commissions regarding MBE set aside & EDGE programs utilized by Office of Procurement Services; other duties as assigned	Knowledge of 1*, 2, 3, 4, 5, 6, 7, 8, (16) training & development. Skill in 9, 10 Ability to 11, 14, 15

JOB CODE TITLE
Program Administrator I

JOB CODE
63122

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
12/4/13



Apd 12.4.13 ea