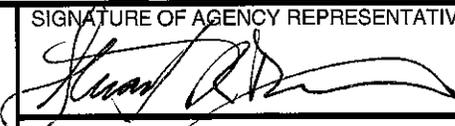




<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS500000
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE Enterprise IT Contracting	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006613	<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 Computer Acquisition Analyst		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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 PR 34 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
45	Develops skills in researching, evaluating & recommending procurement, contract, business and technical information in both the data processing and telecommunication areas (e.g., hardware, software, infrastructure, networking, cloud computing, web technologies, mobile technologies, security, maintenance, training and consulting services) & providing advice & recommendations for both data processing and telecommunication areas to agencies; attends seminars, lectures & vendor demonstrations to maintain awareness of new technical offerings in data processing and telecommunications industry for incorporation into acquisition considerations. Develops skills to review contracts and agreements; to effectively use the procurement and contracting tools (e.g., Microsoft Project); to review Information Technology Plans; to facilitate and lead the IT competitive procurement process; and to effectively communicate procurement and/or contract issues, questions and concerns in both oral and written format. Develops technical writing skills and project life cycle knowledge. May be required to solicit informal telephone bids or bid adjustments; write routine technical correspondence; maintain & update files & records on all actions.	<b>Knowledge of 1-5*.</b> <b>Skill in 7-8.</b> <b>Ability to 9-11.</b>		
10	Performs other duties as assigned.			
		*developed after employment		
JOB CODE TITLE Computer Acquisition Analyst 1  JOB CODE 64171	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/28/16	

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