100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID DAS106195

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	Franklin

POSITION NUMBER 20006643

JOB TITLE Administrative Assistant 4

JOB CODE 63124

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
IT State Term Schedules Manager	20006598 Computer Acquisitions Manager

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

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Manages state term schedule (STS) program for IT supplies & services: develops, analyzes & documents policies & procedures relative to STS program (e.g., offer letters, forms, terms & conditions) to ensure accuracy of information on state term schedules; negotiates state term schedule contracts for use of state agencies (e.g., hardware, software, IT professional services, maintenance); analyzes supplier amendments to state term schedules; in conjunction with Office of Information Technology, ensures all software & hardware products offered are current technology & align with statewide enterprise architecture; conducts supplier analysis (e.g. examines supplier classification codes, universal laboratory & energy star ratings & federal General Services Administration contracts) to ensure products & prices offered are within supplier's authority to offer; develops & gives formal presentations (e.g., PowerPoint slides, handouts) to state agencies, suppliers & DAS cooperative purchasing members on STS program.	Knowledge of (1) IT procurement best practices (e.g., RFP, STS, 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) public relations/customer service. Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word, Excel & PowerPoint); Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) gather, collate & classify information about data, people or things; (10) handle routine & sensitive telephone, written & fact-to-face contacts with employees, general public, private & government officials; (11) present materials & information before an audience.
30	In conjunction with upper management, prepares information materials & relays information: develops bidder information packages for use by suppliers; analyzes & responds to questions form suppliers, agencies, DAS cooperative purchasing members on procurement processes utilized by Unit (e.g., ITBs, RFPs, STSs); monitors & ensures accuracy of information entered into OAKS (e.g. People Soft financials, pre-approvals & Release & Permits); develops extensive reports using MS Word & advanced functions in Excel (e.g., if/then statements & complex formulas).	Knowledge of 1, 2*, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven /kaw	12/30/08

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Manages competitive procurement program for Unit & implements formal competitive procurement procedures (e.g. ITBs & RFPs): coordinates bidder conferences & procurement openings; monitors bidder review of responses at bid openings; ensures that notice of ITBs/RFPs are created & maintained (e.g., hard copy & electronically according to state laws); ensures that correct notification list is prepared; ensures that bidding documents are prepared correctly for distribution to bidders; coordinates review of bid/offer responses by suppliers after elections & award of contracts; develops records retention schedule & manages storage of all documents related to procurement.	Knowledge of 1, 2*, 3, 4, 5, 6 Skill in 7 Ability to 8, 9
5	Analyzes & resolves Complaints to Vendor issues with customer agencies, DAS legal counsel & supplier(s) & recommends appropriate action to resolve contract compliance issues.	Knowledge of 1, 2*, 4, 5, 6 Skill in 7 Ability to 8, 9, 10
5	Administers statewide internet procurement web site for information technology & telecommunications procurements: directs updates to information on website; trains staff on Internet process; prepares & gives formal presentations to instruct IT suppliers, state agencies & DAS cooperative purchasing members on use of IT procurement website.	Knowledge of 1, 2*, 4, 5, 6, (12) training & development Skill in 7 Ability to 8, 9, 10

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven [signature]	12/30/08

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