

POSITION DESCRIPTION		AGENCY/DEPT ID DAS501590
DIVISION OR INSTITUTION OFFICE OF INFORMATION TECHNOLOGY	UNIT OR OFFICE IGD/Contract Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006645	<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		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:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	<p>Serves as agency representative in reviewing, analyzing & approving requests of Information Technology (IT) State Term Schedules (STS) (e.g., creation, modification, utilization); develops & implements policies & procedures for on-going operation of STS program; implements & oversees adherence to statutes (e.g., O.R.C. 125); represents Office of Information Technology (OIT) & other state agencies in researching & approving agencies' requests to make STS acquisitions by ensuring that vendor's product quotations are consistent with quoting vendor's STS; inputs, audits & maintains approved vendor STS amendments in Omnicon contract management system; reviews & evaluates STS submissions from vendors seeking to do business with State of Ohio for computer & telecommunication goods & services; reviews vendor STS offerings to ensure compliance with state requirements; independently communicates with vendors, verbally & in writing, to inform them of submission requirements & procedures; meets with vendors, OIT staff & agencies' staff to discuss & resolve issues pertaining to establishment, maintenance & use of term schedules; assists in development & maintenance of IT based contracts, schedules & related documents; negotiates &/or renegotiates terms & conditions with IT vendors for computer-based hardware, software & service contracts (e.g., mainframe, client server); assists in negotiating enterprise-wide hardware, software & services contracts; develops various types of amendments for contracts awarded by competitive processes (e.g., RFP, ITB); independently prioritizes & schedules work duties.</p>	<p>Knowledge of (1) accounting; (2) office practices & procedures; (3) government structure & process (i.e., State Term Schedule)*; (4) interviewing. Skill in use of (5) OAKS financial & procurement modules*; (7) operation of personal computers & associated software (e.g., MS Word, FileMaker Pro, Excel, Lotus Notes*, Internet); (8) operation of fax machine, copier, ten key calculator. Ability to (9) interpret variety of instructions in written, oral, picture or schedule form; (10) interpret extensive variety of technical material in books, journals, manuals; (11) add, subtract, multiply & divide whole numbers & use algebra; (12) use statistical analysis; (13) originate routine business letters reflecting standard procedures; (14) cooperate with co-workers on group projects.</p>
30	<p>Monitors adherence to service level requirement & ensures accurate & timely turn-around of requests for vendor information & resolution of complaints; assists Contract Management staff in researching & expediting requests for contract information (e.g., terms, conditions, pricing, products); provides technical advice & assistance to agencies, vendors & legal staff pertaining to STS policies & procedures, statutory requirements for STS terms & conditions, & issuance of release & permits.</p>	<p>Knowledge of 1-4; (15) acquisition management Skill 5*, 6*, 7, 8 Ability to 9-14; (16) deal with non-verbal symbols in formulas, equations or graphs; (18) calculate fractions, decimals & percentages.</p>
10	<p>Performs other related task as assigned: maintains contract management system (i.e., Omnicon) on all IT competitive procurements, STS submissions & addenda: tracks status of STS documentation & creates reports for management on status of submissions & activities related to STS program; provides status information to vendors & agencies on requested acquisitions; maintains & updates information on state procurement web site.</p>	<p>Knowledge of 2-3* Skill in 7, Ability to 10-13, 15, 20</p> <p>*developed after employment</p>

JOB CODE 64172	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/25/13
	Computer Acquisition Analyst 2		