

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Acquisition Analyst 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006616 Computer Acquisition Analyst Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	<p>Reviews, analyzes, evaluates & approves requests from multiple state agencies to acquire data processing hardware, software, maintenance, education & consulting services for variety of data communication & telecommunication (e.g., PBX, IVR, ACD) technologies; provides technical assistance to state agencies, boards & commissions for data processing & telecommunication projects involving multiple computing disciplines (e.g., server architecture, middleware); assists office of information technology & agencies in determining planning & implementation schedules; assists with determining project deliverables, deliverable acceptance procedures, staffing levels, evaluation criteria & most appropriate evaluation process; determines most advantageous method for making procurement (e.g. ITB, ITB by Reverse Auction, RFP, STS); utilizes writing experience & project life cycle costing knowledge to create bidding documents (e.g. ITB, RFP) to acquire necessary systems &/or system components (e.g. hardware, software & consulting/integration services) for any/large computing systems; identifies suppliers capable of meeting experience & technical requirements; coordinates & schedules supplier conferences to discuss aspects of intended purchase (e.g. supplier representatives, Office of Information Technology, requesting agency); provides technical assistance & business responses to supplier inquiries using web-based system; acts as evaluation committee Chair; leads agency through evaluation process; identifies areas for clarification; develops clarification & correction documents that request written responses from suppliers under consideration; recommends selection of contract awardees on behalf of evaluation committee & customer agency; works with Office of Information Technology, customer agency & supplier to resolve contract compliance issues.</p>	<p>Knowledge of (1) developing RFPs; (2) reviewing & evaluating proposals; (3) contract terms & conditions for acquisition of hardware, software & consulting & integration services; (4) project management/project life cycles; (5) multi-platform computer hardware, software & communication systems analysis & design; (6) state & federal laws, rules & regulations related to procurement*; (7) multiple application development approaches (e.g., traditional coding, code generators, waterfall, rapid application development) & functionality, limitations & advantages, maintenance & support, cost availability of resources & training; (8) purchasing authorities*</p> <p>Skill in (9) operation of personal computer & associated software (e.g., database, spreadsheet, word processing, graphics, MS Project*, Omnicom*); (10) technical writing; (11) communicating technical & non-technical writing information verbally & in writing.</p> <p>Ability to (12) deal with many variables & determine specific action; (13) develop complex reports & position papers; (14) analyzing agency business needs & proposing alternative solutions.</p> <p>* developed after employment.</p>

POSITION NUMBER
20006647

JOB CODE TITLE
Computer Acquisition Analyst 2

JOB CODE
64172

apdx 76-08 c1

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ee

6/18/08

