

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20072070 JOB TITLE College Intern JOB CODE 99940	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005659 State Purchasing Procurement Manager	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 98 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm Report-in location subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	70	Supports food commodity procurement group: provides detailed purchase & delivery tracking information to Central Warehouse; tracks issue of purchase orders; calls vendors prior to scheduled delivery date to confirm delivery date will be met; upon notification of late deliver, works with analyst & customer to communicate various options to prevent stock-outs & complaints.	Knowledge of (1) office practices & procedures* (2) customer service; (3) human relations. Skill in (4) operation of personal computer associated software (e.g. MS Word, MS Excel, Outlook) & use of Internet. Ability to (5) carry out detailed instructions; (6) maintain and update files; (7) compare and update documents; (8) add, subtract, multiply & divide whole numbers; (9) answer routine phone calls; (10) cooperate with co-workers on projects; (11) maintain accurate records.	
	30	Assists with various miscellaneous tasks to accommodate commodity group analysts: maintains approved supplier lists, products' list, active insurance certificates, & active workers' compensation certificates; creates reports, charts, tables & memos; provides clerical support & other duties as assigned.	Knowledge of 1, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11 (12) create meaningful, concise & accurate reports.	
			*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/ce</i>	DATE 7/1/10

Appl 7.6.10 [signature]