

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS/DAS106175

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

COUNTY OF EMPLOYMENT
FRANKLIN

Reclassification
 New Position
 Update
 Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Purchasing Assistant
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005573 State Purchasing Procurement Manager

Permanent
 Temporary
 Intermittent
 Classified
 Unclassified
 Overtime: Eligible
 Exempt
 Bargaining Unit 14
 If FLSA Exempt, exemption type: _____
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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
80	Under immediate supervision, provides office assistance to Procurement Manager & unit staff: prepares & processes procurement documents; requests necessary documents & supportive information from vendors; compiles W-9 forms from vendors; assists vendors in completing accounting related documents; receives & logs all incoming documents pertaining to offerings & amendments; operates personal computer & associated software; maintains spreadsheet to track procurement functions; enters vendor & associated information in Excel spreadsheet, &/or Access database; creates simple formulas to track metrics; maintains spreadsheet to track procurement functions.	Knowledge of (1) generally accepted procurement practices; (2) agency & unit purchasing policies & procedures (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) government structure & processes*; (4) public relations; (5) customer service techniques & practices. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel including simple formulas, Access); (7) use of databases & Internet to extract information. Ability to (8) count, do basic addition/subtraction, calculate fractions, decimals & percentages; (9) carry out detailed written or oral instructions; (10) apply principles to solve practical, everyday problems; (11) comprehend & record figures accurately & keep accurate records; (12) handle sensitive inquires from agencies & general public (13) proofread technical materials, recognize errors & make corrections.
20	Provides clerical support in maintaining contract & contractor information: enters contract information into Ohio Administrative Knowledge System (OAKS) database; searches OAKS to verify W-9 & other contractor information; prepares & distributes correspondence to vendor (e.g., notification of return offering or amendment request); types routine memos & form letters; prepares contract reports & proofreads documents.	Knowledge of 1, 2*, 3*, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13 *developed after employment

apd 11/6/09

JOB CODE TITLE: State Purchasing Assistant
 JOB CODE: 64530
 List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: *Jeffrey Westhoven/ce*
 DATE: 11/5/09