100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105730

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing	Franklin

POSITION NUMBER 20072071

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Purchasing Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20075547 State Printing Standards Supervisor

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type

Bargaining Unit 14

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change.

JOB CODE TITLE: State Purchasing Assistant

JOB CODE: 64530

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Under immediate supervision, provides office assistance to State Printing Manager & unit staff: prepares & processes procurement documents; request 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 vendors & 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 inquiries 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 offerings or amendment request); types routine memos & form letters; prepares contract reports to proofread documents.	Knowledge of 1, 2*, 3*, 4, 5 Skill 6, 7 Ability to 8, 9, 10, 11, 12, 13 *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/cc

DATE: 2/8/12

Appl 2.9.12 aw