

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services/  
DAS105000

DIVISION OR INSTITUTION  
General Services

UNIT OR OFFICE  
Office of Procurement Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20072309

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Policy Staff

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
SEE TABLE OF ORGANIZATION

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Executive

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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 & work hours subject to change.)

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Works with GSD Deputy Director & Chief Procurement Officer (CPO) in formulating & implementing new procurement initiatives, strategies, policy & programs in alignment with DAS Strategic Plan: develops & executes strategies to address programmatic issues; works with CPO & procurement office administrators & staff to coordinate activities &/or resolve problems; analyzes operations to evaluate performance of offices or its staff in meeting objectives &/or to determine areas of potential cost reduction, program improvement or policy change; consults with appropriate staff to improve the efficient delivery of assigned services; conducts &/or directs research to analyze & evaluate alternative methods for process improvement; directs program operations to ensure compliance with applicable agency policies, laws & rules; develops methodologies to assess viability &/or success of programs; monitors & evaluates effectiveness of programs, considering integration with other initiatives; assists in preparing budgets for approval, including those for funding or implementation of programs.	Knowledge of (1) business administration/management science/public administration; (2) budgeting; (3) program/project management; (4) federal & state legislative processes; (5) federal, state & agency laws, rules & regulations relating to DAS Procurement*; (6) public relations concepts & practices; (7) agency specific resources available to research inquiries*; (8) policy development. Skill in (9) operation of personal computer & associated hardware/software (e.g., Microsoft Office Word, Excel, PowerPoint) & use of Internet; (10) dealing with government officials. Ability to (11) read & comprehend legal documents; (12) understand government funding processes; (13) coherently & professionally communicate ideas to diverse groups; (14) analyze & develop policies & procedures; (15) evaluate multiple variables & determine specific course of action; (16) use proper research methods in gathering data.
45	Manages assigned procurement projects utilizing all phases of project management methodologies: defines project requirements, quality standards & time lines; determines & evaluates risks that may affect project; oversees implementation schedule; develops &/or directs development & implementation of planning documents (e.g., resources, specific assignments); defines specific activities to be performed to produce project deliverables; evaluates deliverables & ensures project is ready to move on to its next phase; addresses any problems found in testing/piloting; ensures scheduled time frames are met; reports on delivery problems & provides performance data; provides regular pro-	Knowledge of 1, 2, 3, 4, 5*, 6, 7* Skill in 9, 10 Ability to 11, 12, 13, 14, 15, 16, (17) analyze project & resource needs; (18) prepare, present & facilitate presentations using appropriate visual aids.  *developed after employment.

JOB CODE TITLE  
Policy Staff

JOB CODE  
99585

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

SEE TABLE OF ORGANIZATION

*Pandolfi Newmark*

2/3/15

*Apd 2.3.15 @a*

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POSITION NUMBER 20072309	<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 Policy Staff		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 type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt  If FLSA Exempt, exemption type: Executive
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m. (Report in location & work hours subject to change.)			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities
10	Establishes & maintains relationships & acts as liaison between DAS & public agencies, vendors, & customers; performs other related duties as required (e.g., attends meetings, conferences &/or workshops on related topics; provides work direction to professional, technical &/or administrative/clerical staff).		Knowledge of 1, 3, 6, 9 Skill in 10 Ability to 13, 15
		This position is in unclassified service per section 124.11(A)(9) of Ohio Revised Code, and is overtime exempt.	*developed after employment.
JOB CODE 99585	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 
			DATE 2/3/15

Appd 2.3.15 @cc