

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
State Procurement Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005686 State Purchasing Procurement Manager

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
60	Assists state agencies in developing Competitive Sealed proposals (CSPs) for non-data processing & non-telecommunication procurement: identifies & defines agency's needs through observation & interview of key personnel; determines size & scope & complexity of project & determines agency's ability to manage & support project; identifies additional areas to be considered in project life cycle; prepares specifications of CSP based on information obtained from agency; identifies vendors that can respond to vendor questions for clarification of contractual terms & conditions; evaluates vendor responses & recommends vendor selection.	Knowledge of (1) Department of Administrative Services' state purchasing policies & procedures & Ohio laws & rules pertaining to procurement*; (2) business administration; (3) public relations; (4) management; (5) purchasing & procurement; (6) value & statistical analysis; (7) data collection & analysis; (8) project management. Skill in (9) operation of personal computer & associated hard (e.g. Microsoft Word, Excel, Access, Outlook, PowerPoint); (10) use of calculator. Ability to (11) collect & analyze data; (12) assess customer needs; (13) evaluate customer ability to manage & support proposed project; (14) determine project size, scope & complexity; (15) identify & evaluate suitable vendors; (16) develop competitive seal proposal specifications; (17) prepare & maintain accurate records & reports; (18) handle routine & sensitive in-person, telephone & written contacts with customers, vendors sales representatives & other government personnel.
40	Ensures consistency & compliance with State of Ohio & National Institute of Governmental Purchasing (NIGP) policies & procedures. Interfaces with vendors, sales representatives, multiple levels of agency personnel & legal counsel regarding feasibility & cost effectiveness of projects. Coordinates meetings, prepares correspondence with vendors, attorneys & agency personnel. Resolves problems between vendors & agencies. <u>Training & Development Required to Remain in Class after Employment</u> Must obtain & maintain certificate for Certified Public Professional Buyer (CPPB) as issued by Universal Public Purchasing Certification Council within three years of accepting position. Failure to obtain & maintain certificate is cause for removal.	Knowledge of 1*, 2, 3, 4, 5, 6, 7, 8 Skill in: 9, 10 Ability to: 11, 12, 13, 14, 15, 16, 17, 18 *developed after employment

POSITION NUMBER
20072975

JOB CODE TITLE
State Procurement Analyst

JOB CODE
64541

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List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

5/11/07