

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073927	<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 20005650 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 <input type="checkbox"/> Essential	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: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	Supports Procurement Services Section: prepares cancellation amendments on contracts that have had no business or are not meeting \$50,000 minimum requirement; reviews files & prepares for archives or purging; processes administrative amendments, minor changes, & corrections to contracts; assists with vendor registration for mandatory training sessions; maintains quality control on web site; reviews completed contracts, renewals & new contracts.	Knowledge of (1) office practices & procedures* (2) customer services; (3) human relations Skill in (4) operation of personal computer associated software (e.g. MS Word, MS Excel) & use of Internet. Ability to (5) carry out detailed instructions; (6) maintain and update files; (7) create web based forms*; (8) compare and update documents; (9) add, subtract, multiply & divide whole numbers; (10) answer routine phone calls; (11) cooperate with co-workers on projects; (12) maintain accurate records.		
30	Conducts price analysis & comparison on current contracts: retrieves data from technical material in books, journals & manuals; utilizes General Services Division (GSD) & National Institute Governmental Purchasing (NIGP) state website to obtain comparison pricing; develops & formats standardized spreadsheets for data analysis;	Skill in 4 Ability to 4, 7, 8, 10, 11, (13) create meaningful, concise & accurate reports.		
30	Assists Standards Analyst as needed. Provides clerical & refuse contract assistance for Procurement Services Units. Other duties as assigned.	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6*, 7, 8, 9, 10, 11, 12		
*developed after employment.				
JOB CODE 99940	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/jc</i>	
		DATE 7/8/10		

Appl 7.8.10 (am)