

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106145
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074840	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Co-op Training Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005679 State Purchasing Procurement Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 14 Page 1 of 2
	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	Independently assesses all training needs of DAS Cooperative Purchasing Program members & potential co-op members in order to plan training activities to meet those needs: conducts needs assessments; develops & administers appropriate on-site training; coordinates site visits geographically; provides instruction on program features (e.g., mechanics, access, proper usage of Ohio DAS Cooperative contracts & procurement website navigation).	Knowledge of (1) cooperative purchasing concepts; (2) customer service; (3) business administration; (4) applicable state & federal laws, rules, procedures & standards governing public procurement; (5) public relations; (6) effective training techniques. Skill in (7) operation of personal computer & associated hardware/software (e.g., Word, Excel, PowerPoint); (8) operation of audio visual & training equipment & presentation software (e.g., LCD projector, multi-media equipment, laptop computer); (9) training needs assessments. Ability to (10) handle sensitive telephone & face-to-face inquiries & contacts with public & government; (11) write letters, papers, reports; (14) define problems, collect data, establish facts & draw valid conclusions; (15) work independently & take initiative; (16) handle multiple assignments & prioritize work; (17) navigate & understand features of procurement website; (18) use proper research methods in gathering data; (19) communicate clearly & effectively; (20) interact with individuals at various educational levels; (21) obtain & maintain valid driver's license. * developed after employment.

App. 6.22.10 (AW)

JOB CODE TITLE
64652 Training Officer

JOB CODE
64652

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		6/22/10

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Plans, schedules & conducts training programs: prepares materials & teaches sessions & workshops; reviews & revises training materials; coordinates division promotional display & materials; schedules & attends statewide association conference & trade show events/exhibits & meetings with numerous groups, promotes co-op program through conducting training sessions, public relations activities with local governments, political subdivisions & various associations, clubs & statewide organizations; writes, designs & develops training curriculum & delivers training information; clearly & effectively communicates program features & mechanics; provides guidance to members on proper use of cooperative contracts, DAS procurement website, contract navigation instructions & other contract assistance; initiates correspondence & contracts; creates & revises materials; coordinates promotional displays & associated media; develops educational videos, webinars, pamphlets, programs & training materials for statewide use.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7, 8 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21
20	Maintains records & reports on training activities & communicates training information: compiles training data; prepares correspondence; disseminates information regarding scheduling & course material; maintains training files; creates surveys on program features & administers to membership; analyzes data; presents results in clear & efficient manner & assists in administering outcome; seeks & reports ongoing customer feedback to co-op manager & work unit regarding member needs & concerns & implements solutions. Will require travel. May require overnight travel.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7, 8 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20; (22) maintain accurate records. *developed after employment.

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Training Officer

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