

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

POSITION NUMBER 20074846	<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 Purchasing Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005675 State Purchasing Procurement Manager	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" 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 14 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00p.m. (Intermittent) Report in location subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	55	Analyzes purchasing contracts in order to evaluate vendor & agency compliance (e.g., quality & delivery requirements, conformance to contract specifications, pricing); processes purchase complaint reports; checks term contracts for information & agreements; makes telephone contacts & initiates correspondence to resolve complaints &/or ensure contract compliance; submits samples of purchased items for laboratory tests & evaluation of merchandise procured by state purchasing; visits state agencies & institutions; reports to State Emergency Operations Center (SEOC) as assigned to provide resource support & logistics for impacted areas.	Knowledge of (1) purchasing/procurement; (2) agency/unit purchasing policies & procedures & applicable laws & rules (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) public relations; (4) customer service techniques & practices; (5) State Emergency Operations Center protocol* Skill in (6) operation of personal computer & associated software (e.g., MS Word, Excel, including simple formulas, Access, Outlook; OAKS*); (7) use of database & Internet to extract information. Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) write routine correspondence & reports following standard procedures; (10) carry out detailed written or oral instructions; (11) comprehend & record figures accurately; (12) maintain accurate records	
	25	Prepares written reports; coordinates & documents initial needs requirement or complaint of state agency, boards & commissions, & political sub-divisions, with assistance of analyst or unit manager; prepares written reports on observations, corrective action taken & recommendations made; maintains electronic files (e.g., Excel, Access) in order to record & track evaluations & compliance records	Knowledge of 1, 2* Skill in 6, 7 Ability to 8, 9, 10, 11, 12	
	20	Conducts training & performs public relations: routinely visits customers to solicit information in order to improve overall customer service & satisfaction; provides training & education to state agencies on all aspects of procurement process (e.g., proper methods to receive goods & services, inventory control, preparation of specifications); conducts training for individuals & groups as needed; performs other duties as assigned (e.g., assists with special projects, conducts research, prepares special reports).	Knowledge of 1, 2*, 3, 4, (13) training & development. Skill in 6, 7 Ability to 8, 9, 10, 11, 12 * developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/ce</i>	
			DATE 7/1/10	

Appl 7.1.10 (aw)

JOB CODE TITLE
State Purchasing Specialist

JOB CODE
64531