

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS106135

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Procurement Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20074847

Reclassification     New Position     Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005675 State Purchasing Procurement Manager

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     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 TITLE  
College Intern

JOB CODE  
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/a*

*7/8/10*

*App. 7.8.10 (aw)*