

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Procurement Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075575

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Chief Procurement Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

Report in location & work hours subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

% Job Duties in Order of Importance	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	<p>Act as CPO for the State of Ohio in planning, directing and coordinating activities related to statewide procurement activities, including current initiatives associated with reform & means & methods of practicing them: focuses on procurement enterprise-wide outside of GSD by fostering relationships with clients (e.g., agencies, statewides, political sub-divisions & other government agencies) & vendors while empowering managers to maintain day-to-day operations & needs of Office of Procurement Services; through managers & staff, creates & organizes center-led procurement office as single point of accountability to bring focus, leadership, uniform standards, structure, & change to procurement across state enterprise; supports & facilitates legislative & rule-making activities as necessary & appropriate; fosters & facilitates strategic thinking, planning, & sourcing within Procurement Services & across all agencies; supports & implements Master Plan modernizing & updating state procurement system followed by regular reviews; monitors overall activities to ensure statewide strategic imperatives, goals, & objectives are met; creates & maintains reporting systems for results using performance measures; apply strict & consistent processes for determining justifiable cost savings; plans, formulates, & implements comprehensive policies & procedures that are clear & regularly available to procurement services staff & stakeholders.</p>	<p>Knowledge of (1) DAS & State Purchasing policies*, (2) laws, rules & regulations relating to purchasing (e.g., Ohio Revised Code & Ohio Administrative Code)*, (3) governmental structure & process*, (4) generally accepted procurement practices (e.g., principles of purchasing, contract negotiation, value analysis, materials handling, inventory & production control, purchasing problems); (5) supervision principles & practices; (6) employee training & development; (7) management; (8) Controlling Board processes, account codes, & exempt codes*.</p> <p>Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, PowerPoint, Outlook, Internet, OAKS*, purchasing applications*).</p> <p>Ability to (10) define problems, collect data, establish facts & draw valid conclusions; (11) interpret extensive variety of technical material in books, journals & manuals; (12) use statistical analysis; (13) originate & edit technical specifications & term contracts (14) communicate effectively in written & oral form; (15) develop & maintain good rapport with customer agencies & vendors; (16) strategic planning</p> <p>*developed after employment.</p>

JOB CODE TITLE
Deputy Director 5

JOB CODE
61315

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

4/3/15

Apd 4-3-15 @

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS10500
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20075575	<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 Chief Procurement Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 2 of 3
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Oversees procurement requirements & supervises assigned staff: attracts, develops, & retains talented group of supply management professionals; oversees, approves & monitors training, education, certification & professional development programs for staff & managers; approves leave & timesheets; administers discipline; creates performance measures & evaluates performance; empowers staff to perform their duties & strive for professional improvement; fosters continuous process improvement within Procurement Services & across state; empowers staff & includes them in decision making opportunities to manage state procurement system.	Knowledge of 1*, 2*, 3*, 4, 7, (17) marketing; (18) e-commerce Skill in 9 Ability to 10, 11, 12, 14, 15, 16
20	Maximizes state government's purchasing power & process efficiencies to reduce costs, emphasizing means & methods that ensure effective competition in selection process: uses expertise to apply a consistent strategic sourcing process that continuously improves & re-evaluates statewide purchasing activities through performance measures; maximizes use of information technology to facilitate conduct of commerce across supply chain; maximizing competition & minimizing waivers of competitive selection; keeps current with advances in information technology & provides strategic direction for streamlining processes while directing efforts to minimize paperwork through use of electronic commerce & Internet.	Knowledge of 1*, 2*, 3*, 4, 7, 16 Skill in 9 Ability to 10, 11, 12, 14, 15, 16

Apd 4.3.15 cc

JOB CODE 61315	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/3/15
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*developed after employment.

