

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS106125

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 2

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
40	<p>Acts as Chief Procurement Officer for state of Ohio in planning, directing &amp; coordinating activities related to statewide procurement reform: creates &amp; organizes a center-led procurement office as a single point of accountability to bring focus, leadership, structure, &amp; change to procurement across state enterprise; coordinates with legislative liaisons &amp; relevant department &amp; legal staff in initiating, recommending, &amp; promoting legislation to achieve goals &amp; objectives; supports legislative &amp; rulemaking activities as necessary &amp; appropriate; monitors overall activities to ensure statewide strategic imperatives, goals &amp; objectives are met; sets annual targets for key procurement performance metrics across state government, creates &amp; maintains reporting system for results, applies a strict &amp; consistent process for determining real cost savings; plans, formulates &amp; implements comprehensive policies &amp; procedures; oversees procurement requirements &amp; supervises assigned staff within IT &amp; non-IT units (e.g., attracts, develops &amp; retains a talented group of supply management professionals; oversees, approves &amp; monitors training, education, certification, &amp; professional development programs for staff &amp; managers; approves leave &amp; timesheets, administers discipline; creates performance measurements &amp; evaluates performance).</p>	<p>Knowledge of (1) DAS &amp; State Purchasing policies*, (2) laws, rules &amp; regulations relating to purchasing (e.g., Ohio Revised Code &amp; Ohio Administrative Code)*, (3) governmental structure &amp; process*, (4) generally accepted procurement practices (e.g., principles of purchasing, contract negotiation, value analysis, materials handling, inventory &amp; production control, purchasing problems); (5) supervision principles &amp; practices; (6) employee training &amp; development; (7) management Skill in (8) operation of personal computer &amp; associated hardware/software (e.g., MS Word, Excel, Access, PowerPoint, Outlook, Internet, OAKS*, purchasing applications*). Ability to (9) define problems, collect data, establish facts &amp; draw valid conclusions; (10) interpret extensive variety of technical material in books, journals &amp; manuals; (11) use statistical analysis; (12) originate &amp; edit technical specifications &amp; term contracts (13) communicate effectively in written &amp; oral form; (14) develop &amp; maintain good rapport with customer agencies &amp; vendors; (15) 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

*Randall Howard, JCC*

DATE

*5/29/13*

*add 5-31-13 dl*

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS106125
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"/> Classified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22
<input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Unclassified	If FLSA Exempt, exemption type: Administrative	Page 2 of 2
<input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Essential		

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	Maximizes state government's purchasing power & process efficiency: utilizes leverage to influence greater agency participation; creates opportunities for cost reduction; uses expertise to apply a consistent strategic sourcing process that continuously improves & re-evaluates statewide purchasing activities; maximizes use of information technology to facilitate conduct of commerce across supply chain: keeps current with advances in such technology & provides strategic direction for streamlining processes; assesses comparable programs within other states & organizations to determine potential for transferability; directs efforts to minimize paperwork through use of electronic commerce & Internet.	Knowledge of 1*, 2*, 3*, 4, 7, (16) marketing; (17) e-commerce Skill in 8 Ability to 9, 10, 11, 13, 14, 15
20	Administers job duties while maintaining standards for product quality, customer service, & supplier diversity: coordinates with other offices to assist agencies in achieving Minority Business Enterprise (MBE), Encouraging Diversity Growth & Equity (EDGE), & other socioeconomic program objectives; coordinates with department & agencies on marketing, training, & education outreach to customers.	Knowledge of 1*, 2*, 3*, 4, 7, 16 Skill in 8 Ability to 9, 10, 11, 13, 14, 15
10	Supports & advises director: makes presentations; writes manuals & guidance; provides information relative to office. Completes other related tasks as assigned.	Knowledge of 1*, 2*, 3*, 4, 7 Skill in 8 Ability to 9, 10, 11, 13, 14, 15
Position is unclassified per ORC 124 (a) (9).		*developed after employment.

JOB CODE 61315	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Randall Howard/ice</i>	DATE 5/29/13
	See Table of Organization		

apd 5-21-13 al