

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Procurement Services

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Chief Procurement Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005495 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. – 5:00 p.m.

Page 1 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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; remaking 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; supervises assigned office or section managers (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*).</p> <p>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>

POSITION NUMBER  
20075575

JOB CODE TITLE  
Deputy Director 5

JOB CODE  
61315

List Position Numbers and Class Titles of Positions Directly Supervised:  
20005641 State Purchasing Administrator  
20005658 State Purchasing Procurement Manager

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven /aw*

3/6/08

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30	<p>Maximizes state government's purchasing power &amp; 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 &amp; 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 &amp; provides strategic direction for streamlining processes; assesses comparable programs within other states &amp; organizations to determine potential for transferability; directs efforts to minimize paperwork through use of electronic commerce &amp; Internet.</p>	<p>Knowledge of 1*, 2*, 3*, 4, 7, (16) marketing; (17) e-commerce Skill in 8 Ability to 9, 10, 11, 13, 14, 15</p>
20	<p>Administers job duties while maintaining standards for product quality, customer service, &amp; supplier diversity: coordinates with other offices to assist agencies in achieving Minority Business Enterprise (MBE), Encouraging Diversity Growth &amp; Equity (EDGE), &amp; other socioeconomic program objectives; coordinates with department &amp; agencies on marketing, training, &amp; education outreach to customers.</p>	<p>Knowledge of 1*, 2*, 3*, 4, 7, 16 Skill in 8 Ability to 9, 10, 11, 13, 14, 15</p>
10	<p>Supports &amp; advises director: makes presentations; writes manuals &amp; guidance; provides information relative to office. Completes other related tasks as assigned.</p> <p><u>Certification Requirement:</u> Must obtain certified public purchasing (CPPO) certification or equivalent within four (4) years of initial date of hire into the position or within two (2) years of eligibility, whichever comes first. CPPO certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to obtain or maintain certification is cause for removal.</p> <p>Position is unclassified per ORC 124.11(A)(9) and is over-time exempt.</p>	<p>Knowledge of 1*, 2*, 3*, 4, 7 Skill in 8 Ability to 9, 10, 11, 13, 14, 15</p> <p>*developed after employment.</p>

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