

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: 20005495 Deputy Director 6

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	Acts as Chief Procurement Officer for state of Ohio in planning, directing & coordinating activities related to statewide procurement reform: creates & organizes a center-led procurement office as a single point of accountability to bring focus, leadership, structure, & change to procurement across state enterprise; coordinates with legislative liaisons & relevant department & legal staff in initiating, recommending, & promoting legislation to achieve goals & objectives; supports legislative & rulemaking activities as necessary & appropriate; monitors overall activities to ensure statewide strategic imperatives, goals & objectives are met; sets annual targets for key procurement performance metrics across state government, creates & maintains reporting system for results, applies a strict & consistent process for determining real cost savings; plans, formulates & implements comprehensive policies & procedures; oversees procurement requirements & supervises assigned staff within IT & non-IT units (e.g., attracts, develops & retains a 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 measurements & evaluates performance).	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 Skill in (8) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, PowerPoint, Outlook, Internet, OAKS*, purchasing applications*). Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) interpret extensive variety of technical material in books, journals & manuals; (11) use statistical analysis; (12) originate & edit technical specifications & term contracts (13) communicate effectively in written & oral form; (14) develop & maintain good rapport with customer agencies & vendors; (15) strategic planning *developed after employment.

JOB CODE TITLE
Deputy Director 5

JOB CODE
61315

List Position Numbers & Job Titles of Positions Directly Supervised:
20005641 State Purchasing Administrator
20006602 Computer Acquisitions Analyst Supervisor
20006616 Computer Acquisitions Analyst Supervisor
20006599 Program Administrator 3
20006641 Administrative Professional 4

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhove

12/1/11

Apr 12-6-11 @AK

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Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Chief Procurement Officer

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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

Page 2 of 2

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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 socio-economic 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.

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DATE

Jeffrey Westhonen/ce

12/1/11

Cypd 12-6-11 (am)