I00-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106125

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	Franklin

POSITION NUMBER 20075575

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Chief Procurement Officer	20005495 Deputy Director 6

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 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 subject to change

JOB CODE TITLE Deputy Director 5

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 & remaking 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; supervises assigned office or section managers (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., MSWord, 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 61315

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005641 State Purchasing Administrator 20006598 Computer Acquisitions Manager 20006607 Management Analyst Supervisor 1 20006641 Executive Secretary 1	Jeffrey Westhoven/cc	9/16/10

Appl 9.17.10 (au)

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106125

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	Franklin

POSITION NUMBER 20075575

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Chief Procurement Officer	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

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 CODE TITLE Deputy Director 5

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 & provided 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 assigned. <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 Position is unclassified per ORC 124.11 (A) (9) and is over-time exempt.	Knowledge of 1*, 2*, 3*, 4, 7 Skill in 8 Ability to 9, 10, 11, 13, 14, 15 *developed after employment

JOB CODE 61315

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20005641 State Purchasing Administrator
20006598 Computer Acquisitions Manager
20006607 Management Analyst Supervisor 1
20006641 Executive Secretary 1

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Jeffrey Westhoven/cc	9/16/10

Appl 9.17.10