

# 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     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Procurement Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005659 State Purchasing Procurement Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
Flexible with school schedule

Page 1 of 1

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Supports Procurement Services Section: prepares cancellation amendments on contracts that have had no business or are not meeting \$50,000 minimum requirement; reviews files & prepares for archives or purging; processes administrative amendments, minor changes, & corrections to contracts; assists with vendor registration for mandatory training sessions; maintains quality control on web site; reviews completed contracts, renewals & new contracts.	Knowledge of (1) office practices & procedures* (2) customer services; (3) human relations. Skill in (4) operation of personal computer associated software (e.g. MS Word, MS Excel) & use of Internet. Ability to (5) carry out detailed instructions; (6) maintain and update files; (7) create web based forms*; (8) compare and update documents; (9) add, subtract, multiply & divide whole numbers; (10) answer routine phone calls; (11) cooperate with co-workers on projects; (12) maintain accurate records.
30	Conducts price analysis & comparison on current contracts: retrieves data from technical material in books, journals & manuals; utilizes General Services Division (GSD) & National Institute Governmental Purchasing (NIGP) state website to obtain comparison pricing; develops & formats standardized spreadsheets for data analysis.	Skill in 4 Ability to 5, 8, 9, 11, 12, (13) create meaningful, concise & accurate reports.
30	Assists Standards Analyst as needed. Provides clerical & refuse contract assistance for Procurement Services Units. Other duties as assigned.	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 7*, 8, 9, 10, 11, 12, 13  *developed after employment.

POSITION NUMBER  
20076236

JOB CODE TITLE  
College Intern

JOB CODE  
99940

April 6, 2008 ac

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*

6/3/08