

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
20005573 Management Analyst Supervisor 2

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Supports Copier Program Manager in State Purchasing Office of Procurement Services: creates library of specifications for multi-function print devices; submits monthly meter reads for print devices; serves as contact for all troubleshooting of print devices located in GSD; reviews files & prepares for archives or purging.	Knowledge of (1) office practices & procedures* (2) customer service; (3) human relations. Skill in (4) operation of personal computer & associated hardware/software (e.g. MS Word, MS Excel) & use of Internet. Ability to (5) carry out detailed instructions; (6) maintain & update files; (7) compare & update documents; (8) add, subtract, multiply & divide whole numbers; (9) answer routine phone calls; (10) cooperate with co-workers on projects; (11) maintain accurate records.
40	Conducts price analysis & comparison on print devices: retrieves cost data from manuals, books, other documents &/or Internet; reports on costs; performs contract price checks; develops & formats standardized spreadsheets for data analysis.	Skill in 4 Ability to 5, 8, 9, 10, 11, (12) create meaningful, concise & accurate reports.
20	Assists with miscellaneous tasks to accommodate state of Ohio's print device program: provides clerical assistance for Procurement Services Units; other duties as assigned. This position is unclassified per section 124.11(A)(12) of Ohio Revised Code	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 7, 8, 9, 10, 11, 12 *developed after employment.

POSITION NUMBER
20076236

JOB CODE TITLE
College Intern

JOB CODE
99940

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven 2/1/08

APOL 12-12-08CX