100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106135

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

POSITION NUMBER 20076258

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
College Intern	20005650 State Purchasing Procurement Manager

☐ Permanent ☒ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type	Bargaining Unit 98 Page 1 of 1

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 College Intern

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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 4, 7, 8, 10, 11, (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 *developed after employment.

Appd. 7.8.10

JOB CODE 99940

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	7/8/10