

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Investment & Governance Division

UNIT OR OFFICE
Acquisition Management

POSITION CONTROL NUMBER
60200.0

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Acquisition Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
60000.0 Deputy Director 6

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of Importance	Minimum Acceptable Characteristics
50	On behalf of Investment & Governance Division's (IGD) Deputy Director's Office (DDO), manages the Information Technology (IT) Acquisition Management Business Area (AMBA): manages the entire Release & Permit (R&P) business process, Request for Proposal Business process (RFP), & Invitation to Bid business process (ITB) for all IT procurements; works collaboratively with Contract Management Area especially in the IT Competitive Selection Process (CSP) to identify the best IT procurement vehicle (e.g., IT RFP, STS, ITB) per agency request; makes recommendations to DDO regarding long-range AMBA plans & their impact on the IGD IT plan, AMBA hardware/software, facilities, staffing & staff augmentations needs; prepares or assists in preparing AMBA budget; monitors fiscal activities; sets project priorities; supervises subordinate-level IT procurement supervisors.	Knowledge of (1) IT procurement best practices (e.g., RFP, R&P, ITB); (2) agency policies & procedures (e.g., work rules, work deadlines)*; (3) project management & project lifecycle; (4) business administration, management or public administration; (5) government structure & process*; (6) budget development & control; (7) IT & facility planning; (8) supervision; (9) public relations/customer service. Skill in (10) operation of personal computer & associated hardware/software (e.g., MS Word, Excel & PowerPoint); Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) gather, collate & classify information about data, people or things; (13) handle routine & sensitive telephone, written & face-to-face contacts with employees, general public, private & government officials.
30	Identifies state agencies' IT procurement issues: schedules & chairs regular IT strategic & IT project planning meetings with agencies' IT & business leaders; provides guidance & expertise related to IT procurement policies, procedures, & best practices; identifies areas for IT procurement agency training & establishes corresponding IT procurement curricula; conducts &/or arranges for IT procurement training & IT procurement workshops.	Knowledge of 1, 2*, 3, 4*, 5, 7, 9, (14) training practices & techniques; Skill in 10 Ability to 11, 12, 13
20	Identifies, analyzes, documents & advises DDO regarding all IT procurement projects: interacts & participates in meetings with agencies & related parties requesting IT procurements; attends & represents OIT, IGD, & AMBA at conferences, seminars, & meetings related to IT procurement & best practices.	Knowledge of 1, 2*, 3, 4, 5*, 9 Skill in 10 Ability to 11, 12, 13
Position is overtime exempt.		*developed after employment

CLASS TITLE
Computer Acquisition Manager

CLASS NUMBER
64176

List Position Numbers and Class Titles of positions directly supervised:

60202.0 Admin Assist 4 60230.0 Computer Acq Anl Spvr
60208.0 Computer Acq Anl Spvr 60240.0 Computer Acq Anl Spvr
60220.0 Computer Acq Anl Spvr

SIGNATURE OF AGENCY REPRESENTATIVE



DATE
8-8-06

UPD 8-14-06 CJB