

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

POSITION NUMBER
20005673 (15154.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: State Purchasing Assistant
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005650 (15100.0) State Purchasing Procurement Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift):
7:30 a.m. - 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
80	Under immediate supervision, provides office assistance to Procurement Manager & unit staff: prepares & processes procurement STS offering documents; requests necessary documents & supportive information from vendors; compiles W-9 forms from vendors; assists vendors in completing accounting related documents; receives & logs all incoming documents pertaining to offerings & amendments; operates personal computer & associated software; maintains spreadsheet to track procurement functions; enters vendor & associated information in Excel spreadsheet; creates formulas to track metrics; maintains spreadsheet to track procurement functions.	Knowledge of (1) generally accepted procurement practices; (2) agency & unit purchasing policies & procedures (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) government structure & processes*; (4) public relations; (5) customer service techniques & practices. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel including simple formulas); (7) use of databases & Internet to extract information. Ability to (8) count, do basic addition/subtraction, calculate fractions, decimals & percentages; (9) carry out detailed written or oral instructions; (10) apply principles to solve practical, everyday problems; (11) comprehend & record figures accurately & keep accurate records; (12) handle sensitive inquires from agencies & general public (13) proofread technical materials, recognize errors & make corrections.
20	Provides clerical support in maintaining contract & contractor information: enters contract information into Ohio Administrative Knowledge System (OAKS) database; searches OAKS to verify W-9 & other contractor information; prepares & distributes correspondence to vendor (e.g., notification of return offering or amendment request); types routine memos & form letters; prepares contract reports & proofreads documents.	Knowledge of 1, 2*, 3*, 4, 5 Skill in 6, 7 Ability to 8, 9, 10, 11, 12, 13 *developed after employment

JOB CODE TITLE
State Purchasing Assistant

JOB CODE
64530

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven /ao

10/5/07

copy 10/16/07 ax