100-400U

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Business Support Services - Acquisitions

POSITION NUMBER
20006026 (41116.0)

JOB CODE TITLE
Computer Acquisition Analyst 1

JOB CODE
64171

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Computer Acquisition Analyst 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006023 (41110.0) Computer Acquisition Analyst Spvr

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
25	Develops skills in researching, evaluating & recommending state-of-the-art technical information in specific information technology areas (e.g., mainframe hardware/software & related peripherals like disk, tape drives, automated library systems, high speed laser printers, personal computer local area networks, personal computer hardware/software, magnetic media certification, evaluation, & software, networking technologies): advises OIT/SDD managers & technical staff on the capabilities & limitations of studied areas; attends vendor demonstrations, seminars & lectures to assist OIT/SDD managers & technical staff with evaluation of new technical offerings in the information technology industry & how it should be implemented in relation to daily OIT/SDD technical operational requirements; writes routine technical correspondence.	Knowledge of 1, 2, 3, 4*, 5*, 6*, 7, 8 (18) microcomputer, dumb terminal & printer; Skill in 9 Ability to.10, 11, 12, 13, 14, 15, 16, 17.
25	Reviews state term schedules & contracts; solicits informal telephone bids; prepares files & records on all actions.	Knowledge of 1, 2, 3, 4*, 5*, 6*, 7, 8 , 18 Skill in 9 Ability to.10, 11, 12, 13, 14, 15, 16, 17, (19) develop complex reports.
10	Performs administrative duties (e.g., chairs or attends meetings & disseminates information regarding evaluation of technology requirements, bid specifications & acquisition of related items).	Knowledge of 1, 2, 3, 4*, 5*, 6*, 7, 8 , 18 Skill in 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17, 19.
	Must submit to & pass personal background check.	*developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L Mounts

DATE: 2/1/07

Upd 2-5-07 CB

100-400U

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8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Under general direction of the Computer Acquisitions Supervisor, reviews & evaluates elementary data processing hardware, & assists higher-level acquisition analysts in determining requirements for new systems: reviews & evaluates system configurations (e.g., CPU, software, dependent peripherals) & requirements for new & existing hardware, software, communication systems, & computer related services for the Office of Information Technology (OIT), Service Delivery Division's (SDD) computing & networking platforms with elementary hardware, software & communications requirements; under the guidance of the Computer Acquisitions Supervisor, evaluates & processes routine requests for information technology hardware, software & related services; works with appropriate Department of Administrative Services (DAS) & OIT entities (e.g., Acquisition Management and Chief Legal Counsel's Office) to determine proper purchasing authority & to ensure compliance with federal &/or state regulations; reviews & validates the terms & conditions of contracts to purchase, lease &/or maintain software, hardware & services; processes credit card requests for OIT/SDD; reviews requests, places orders, receives & approves credit card invoices; receives & validates orders; maintains detailed logs of all credit card activity; assists OIT/SDD managers & technical staff in determining bid specifications; writes bid specifications (e.g., identifies & defines technical & non-technical requirements for bid specifications to acquire computer hardware, software, services & supplies); works closely with OIT/SDD managers & the Computer Acquisition Supervisor to ensure timely acquisition of all related items; utilizes an automated procurement system to facilitate the purchasing process; verifies requests via state term schedules &/or state term contracts.	Knowledge of (1) budgeting; (2) inventory control; (3) public relations; (4) agency computer procurement procedures*; (5) government structure & process*; (6) computer network wiring topologies; (7) computer hardware, software & communication systems; (8) fractions, decimals & percentages; Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office, CAS*); Ability to (10) communicate verbally & in writing on technical & non-technical matters; (11) apply principles to solve practical, everyday problems; (12) interpret technical material in books, journals & manuals; (13) write routine business letters, evaluations & records following standard procedures; (14) move hands/fingers easily to operate computer terminal; (15) deal with many variables & determine specific action; (16) define problems, collect data, establish facts & draw valid conclusions; (17) cooperate with co-workers on group projects. *developed after employment

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Gregory L Mounts

DATE: 2/1/07

Upd 2-5-07 CB