

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106135

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Procurement Services

COUNTY OF EMPLOYMENT
Franklin

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Procurement Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00a.m.

TO: 5:00p.m.

Report in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	<p>Advises & counsels departments, agencies & institutions regarding their procurement needs & procurement processes; monitors quality control to ensure contractors fulfill state requirements regarding specifications, costs & delivery arrangements; ensures contract compliance; negotiates resolution of problems between customer agencies & contractors; fosters customer oriented proactive working environment.</p> <p><u>Training & Development Required to Remain in Class After Employment:</u> Must obtain certified public purchasing officer (CPPO) certification or equivalent within four (4) years of initial date of hire into position or within two (2) years of eligibility, whichever comes first. CPPO certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to pass certification test to receive certification & to maintain certification is cause for removal. Upon receipt of certification, authorized to sign contracts, bid/RFP addenda & contract amendments release & permits & any other documents & correspondence as delegated by Director of Administrative Services.</p>	<p>Knowledge of 1*, 2*, 3, 6, 7, (15) human/public relations. Skill in 9 Ability to 10, 11, (16) explain procurement processes in a clear, concise manner; (17) read, understand & interpret state procurement contracts.</p> <p>*developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



1/21/14

POSITION NUMBER
20005675

JOB CODE TITLE
State Purchasing Procurement Manager

JOB CODE
64536

Apd 1-22-14 (e)