

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS106135

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Procurement Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005681

☒ Reclassification

☐ New Position

☐ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Manager of Business Development

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

☒ Permanent  
☐ Temporary  
☐ Intermittent

☒ Classified  
☐ Unclassified  
☐ Essential

Overtime: ☐ Eligible ☒ Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

Report in location and work hours subject to change

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Manages activities of MBE/EDGE procurement activities for Office of Procurement Services awarded contracts & supervises assigned staff: reviews contracts for supplies, services established through competitive selection (e.g., ITB, RFP & Reverse Auction) to determine potential for MBE set aside & /or potential for EDGE participation in conformance with Ohio laws & Executive Orders; coordinates with DAS-Equal Opportunity Division (EOD) & Development Services Agency (DSA) to locate certified MBE & EDGE companies qualified to compete on intended purchases; prepares recommendation to upper management & sourcing teams as to which term contracts are being recommended for MBE set aside or EDGE participation for approaching fiscal year to meet goals set forth in law; on behalf of Chief Procurement Officer, prepares documentation pertaining to contracts selected for set aside for forthcoming fiscal year for review by upper management & DAS Director; oversees research & analysis relative to agency spending on DAS term contracts; conducts comparison of agency spending (e.g., open market purchases, MBE set aside purchases, EDGE purchases); prepares graphs & reports for use by upper management; monitors successful completion of awarding contracts to MBE & EDGE companies to meet program goals; supervises personnel (e.g., approves leave & timesheets, initiates & administers discipline, participates in hiring process, creates performance measures & evaluates performance).	Knowledge of (1) DAS, State of Ohio, & division purchasing codes, regulations, policies & procedures (e.g., O.R.C., Ohio Administrative code*; (2) government structure & processes*; (3) generally accepted procurement practices; (4) employee training & development; (5) supervision techniques; (6) procurement program management; (7) Minority Business Programs (8) contract negotiations; (9) budgeting & accounting Skill in (10) operation of personal computer & associated hardware & software. Ability to (11) handle sensitive inquiries from public officials & general public; (12) define problems, collect data, establish facts and draw valid conclusions; (13) create & maintain congenial work environment.
20	Develops & implements usage of various evaluation tools, instruments & methodologies needed for effective program assessment: establishes goals & objectives; creates performance metrics & monitors effectiveness of program; measures program against baseline of past performance or industry standards; reports status & progress to management & interested parties.	Ability to 11, (14) prepare meaningful, concise & accurate reports.  *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

*Cl. Sell*

DATE

2/10/14

JOB CODE TITLE  
State Purchasing Procurement Manager

JOB CODE  
64536



