

POSITION DESCRIPTION		DEPT ID/BUDGET CODE BWC350220	
Class #: 64515	Title: Sourcing Supervisor	PN: 20067500	
DIVISION Fiscal and Planning		DEPARTMENT / WORK UNIT Procurement Administration	COUNTY OF EMPLOYMENT Franklin
<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update <input type="checkbox"/> Reclassification		<input type="checkbox"/> Position hyperlinked to org tree?	
WORKING TITLE OF POSITION Procurement Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Org Tree	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	FLSA status: <input type="checkbox"/> OT Eligible <input checked="" type="checkbox"/> OT Exempt If OT Exempt, exemption type(s): <input type="checkbox"/> Exec <input checked="" type="checkbox"/> Admin <input type="checkbox"/> Prof <input type="checkbox"/> High Comp	Bargaining Unit: 22 Page 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm <i>(Core business hours shown; schedule may deviate based on operational need.)</i>			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
60	<p>Under general direction of Financial Manager, exercises thorough knowledge of sourcing lifecycle in order to train and supervise procurement staff, lead systematic continuous improvement & assure the performance of supply base: oversees fiscal functions of Procurement Administration unit (i.e. personnel responsible for hands-on management of BWC's compliance with DAS PM01 & PM02 & staff charged with processing all BWC purchase orders [e.g. personal services, equipment & supplies]); responsible for oversight & assignment of purchasing commodities (e.g. leases, capital improvements, safety grants, subsidies, I.T.); provides guidance & final resolution to escalated issues pertaining to functions & scope of Procurement Contracts Administrator; provides cost estimate information to other BWC divisions & departments in order complete annual budget preparation; reviews & compares other areas' purchase requests with approved departmental budgets for accuracy &/or variance; reviews & approves or disapproves monthly DAS & OIT Release & Permit Fee invoices for accuracy & validity of charges; provides consultative support to BWC Accounts Payable by researching issues with invoices in order to assure accuracy of payments & proper distributions of expenses to Divisional & departmental budgets; establishes production & performance goals & objectives for Procurement Administration staff in order to reduce & control costs; updates procurement procedures; assists in training procurement staff on OAKS and OhioBuys programs; validates purchase orders to ensure statutory & administrative requirements (e.g. Ohio Revised Code [ORC], Ohio Administrative Code [OAC], Department of Administrative Services [DAS] Purchasing Procedures [i.e. PM-01 & PM-02], Office of Budget & Management [OBM] policies & procedures & BWC policies & procedures) are followed & properly approved according to state & BWC mandates for appropriateness & accuracy; maintains & monitors accurate purchase order records & documentation of all purchases; plans, prepares & oversees Procurement Administration Unit budget by monitoring actual cost to amount budgeted; approves Procurement Administration Unit expenditures; interacts with internal & external customers & BWC staff to continuously improve services provided; works directly with upper-level management (e.g. executive staff) on assigned purchasing activities, projects & reports; supervises assigned staff & ensures adherence to BWC, Unit-specific & Fiscal & Planning policies (e.g. formulates & implements policies addressing communications with internal & external entities & unit personnel work rules, assigns, monitors & reviews work, approves & disapproves requests for leave [RFLs], conducts performance evaluations, interviews subordinate candidates, recommends discipline & works with Labor Relations as appropriate, recognizes outstanding achievements & accomplishments, arranges training & development opportunities, establishes work unit procedures, coaches & develops staff).</p>	<p>Knowledge of: BWC policies & procedures*; DAS PM-01 & PM-02*; OBM policies & procedures*; BWC purchasing procedures & policies*; purchasing & procurement; State of Ohio procurement regulations (e.g. ORC, OAC)*; public relations; supervisory principles & techniques; employee training & development; business administration; accounting; budgeting; applicable state of Ohio &/or federal laws, rules, procedures, & standards governing fiscal & budgetary operations; labor relations*.</p> <p>Skill in: use of calculators & personal computers; office systems (e.g. Microsoft Windows, Excel, Word, PowerPoint; Ohio Administrative Knowledge System [OAKS]) *; OhioBuys*; Cognos*; operation of peripheral machines (e.g. scanner & printer).</p> <p>Ability to: deal with a large number of fiscal &/or budgetary variables & determine a specific course of action; gather, collate, & classify information about data, people, or things; handle routine & sensitive contacts with officials & representatives of same &/or different political jurisdiction(s); prepare & edit technical fiscal material; maintain accurate records; apply fiscal principles to solve purchasing issues &/or problems; develop & maintain good rapport with internal & external customers; establish friendly atmosphere as supervisor of work unit; coach & develop staff.</p> <p>(*) Developed after employment.</p>	
30	<p>Monitors & maintains BWC procurement policies & procedures necessary to validate purchase requests & expedite purchases in a timely manner: ensures purchases are made in accordance with all statutory & administrative requirements (e.g. ORC, OAC, DAS, OBM); oversees Procurement Contracts Administrator's functions involving issuance of agency Requests for Proposal (RFPs), Invitations to Bid (ITBs) & subsequent selection processes; assigns policies to be developed by Procurement Contracts Administrator addressing scope of function & its impacts.</p>	<p>Knowledge of: same as above.</p> <p>Skill in: same as above.</p> <p>Ability to: same as above.</p>	
10	<p>Performs related duties (e.g. develops & implements purchasing controls to ensure all BWC purchases are properly approved & are in compliance with statute & BWC policy): prepares Controlling Board requests for waiver of competitive bidding as required by State statute & in order to obtain legislative approval for large acquisitions above Agency's direct purchasing authority for competitive bids issued; represents BWC in dealings with vendors, other internal departments & other State agencies (e.g. OBM, DAS); attends management meetings & training seminars.</p>	<p>Knowledge of: same as above.</p> <p>Skill in: same as above.</p> <p>Ability to: same as above.</p> <p>Position requires travel; therefore, persons occupying position must be able to provide own transportation &/or legally operate a state-owned vehicle.</p> <p>This position is overtime exempt.</p> <p>May work weekends &/or flexible hours.</p>	
List Position Numbers & Job Titles of Positions Directly Supervised: See Org Tree		SIGNATURE OF AGENCY REPRESENTATIVE	DATE 12/23/2020