



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
October 2017**

Agency: The Department of Administrative Services

Division: Enterprise Asset Management

☐ New ☐ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Office Specialist 2</u>	b. Classification No: <u>C0104</u>
c. Effective Date: <u>07/01/91</u>	d. Position No: <u>6501203</u>
e. Working Title: <u>Purchasing Assistant</u>	f. Agency No: <u>10700</u>
g. Section Title: <u>Operations- Purchasing/Inventory</u>	h. Budget Auth No: <u>000012710</u>
i. Employee Name: <u>VACANT</u>	j. Repr. Code: <u>OA</u>
k. Work Location (City – County): <u>Salem/Marion</u>	
l. Supervisor Name: <u>Molly McDermeit</u>	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services (“DAS”) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government’s financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to ensure efficient and effective delivery of government services. The office of the Chief Operating Officer (“COO”), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

Enterprise Asset Management is comprised of the Facilities Program, including Maintenance, Operations, Planning and Construction Management, and Real Estate Services; the Statewide Fleet Administration and Parking Services Program, and the Oregon Surplus Property Program. The core focus of these programs is property management, both real and personal, for the benefit and optimal use of state government enterprise-wide to support agencies space, travel, and operational needs. We are responsible for cost effective, quality, and efficient asset life cycle management: acquisition, operation, maintenance, and disposal.

b. Describe the primary purpose of this position, and how it functions within this program.

Complete this statement. The primary purpose of this position is to:

Perform purchasing administrative and clerical support for the Purchasing/Inventory Section of the Operations and Maintenance Section.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit “Enter”.</i>			
30%	NC	E	Receive, sort, and review invoices from vendors. Compare vendor invoices against shipping documents to ensure correct statement amounts, and process invoice for payment. Discuss invoice discrepancies with vendors and interface with DAS Financial Services to reconcile invoice or payment problems.
30%	NC	E	Review purchase requests and work tasks for completeness of product information, accuracy of funding sources, pricing, and coding. Discuss discrepancies with the Operations and Maintenance managers and make corrections as needed.
30%	NC	E	Prepare and produce purchasing documents from submitted purchase requests, using the State accounting system and Tririga. Maintain status logs and spreadsheets of all purchases for O & M. Process and log VISA receipts. Compare logs with Tririga and reconcile differences as needed. Code receipts into the US Bank Access Online system and scan to return to staff for reconciliation.
10%	NC	NE	Research purchasing archives for history of purchases. Provide back-up support as necessary for assistance to: <ul style="list-style-type: none"> • Supply Specialist 1 in receiving shipment of supplies and material. • Assist Purchasing Agent in obtaining price quotes and ordering parts. • Answer multi-line phone and cell phone. • Back-up operation of fork-lift and pallet jack in supply deliveries. • Fill in for absent staff, as necessary, to ensure performance of daily operations.
100 %			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- Work duties of this position are performed in a warehouse-office environment, although there will be some exposure to other environments, including weather.
- Requires work at a computer approximately 75% of the time.
- Occasional lifting and carrying of supplies weighing 25 pounds maximum.
- Required operation of fork lift and pallet jack for unloading and warehousing supplies, as needed.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- State Purchasing and Contract Laws policy
- Oregon Revised Statutes
- Department Policy Manual
- Oregon Administrative Rules
- Division sections' procedures
- Operations and Maintenance Inventory System Procedure
- ADPICS Terminal User's Guide

Particular attention is given to safety and is discussed in monthly safety meetings and all new employee orientations.

b. How are these guidelines used?

The employee works under the guidelines of these documents and refers to them for guidance.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Managers/Supervisors	Phone/In Person/ Email	Work assignments; Process information	Daily
Public Contractors/Vendors	Phone/In Person/ Email	Product/Invoice information	Daily
State employees	Phone/In Person/ Email	Various Information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

- Research and resolve invoice discrepancies with vendors and consult with DAS Financial Services to reconcile the invoice or payment issues while keeping the APCM Manager informed.
- Prioritize purchase documents, research and process in a timely manner to avoid late charges.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Prin / Exec Manager C	2853601, X7000	In Person	As Needed	To discuss progress, procedures, and establish goals, direction, and work parameters.
		Written / In Person	Annual	Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's Diversity strategies and goals.

Additional skills, abilities and requirements:

- Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides or provide an acceptable alternate mode of transportation
- Attention to detail and accuracy is critical in the preparation and processing of invoice documents.
- Knowledge and understanding in accessing the State accounting system (ADPICS) to research and process invoice payments. Ability to use Microsoft Office (MS Word Excel, Access, and Outlook) or similar word processing, spreadsheet, and database applications to include: Adobe Acrobat, Standard/Professional, Web browser, and folder and file structure of network.
- Maintain confidentiality about agency matters and other sensitive issues.
- Occasional lifting and carrying of supplies weighing 25 pounds maximum.

- Required operation of fork lift and pallet jack for unloading and warehousing supplies, as needed.

Behavioral expectation:

- Prepare for and attend staffing meetings, bringing issues and solutions for the team to resolve.
- Obtain agreement through the use of consensus when appropriate, giving and receiving feedback.
- Commit to support and help other team members.
- Share in leadership, and actively support decisions made by the management team.
- Participate in cross-functional or problem solving teams as needed.
- Adheres to all DAS policies and EAM policies, processes, procedures, and safety practices.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date