

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Contract Sales Administrator

SERIES NO.:
6654

MAJOR AGENCIES:
Ohio Department of Transportation only

EFFECTIVE DATE:
03/07/2004

SERIES PURPOSE:

The purpose of the contract sales administrator occupation is to act as Bureau Chief of Contract Sales Bureau & supervise all section supervisors.

At the administrative level, incumbents act as Bureau Chief of Contract Sales Bureau & supervise all section supervisors.

CLASS TITLE:

Contract Sales Administrator

CLASS NUMBER:

66541

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of contract sales in order to act as Bureau Chief of Contract Sales Bureau & supervise all section supervisors (i.e., Contractor Qualifications, Project Commencement, Contract/Journal, Local Assistance, Customer Service, Reproduction, Mailing/Distribution).

CLASS TITLE: Contract Sales Administrator	CLASS NUMBER: 66541	BARGAINING UNIT: EX
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EFFECTIVE DATE:
03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as Bureau Chief of Contract Sales Bureau, administers all bureau activities & supervises all section supervisors (i.e., Prequalification & Scope of Services, Analysis, Preparation & Processing, Contractor Qualifications) to ensure contracts are efficiently developed & properly ensures contractors fulfill terms of contracts & post required performance bonds where State & Federal dollars are involved, establishes short & long term goals for Bureau consistent with those of Division, provide direction to section supervisors, technical staff, & administrative support staff, establishes management operating procedures to monitor Bureau work processes to include data bases which depicts contract progress, meetings with section supervisors to discuss section activities & progress towards short & long term goals.

Administers bid letting process ensuring bid process & contract awards comply with Ohio Revised Code, Ohio Administrative Code & all other applicable laws & statutes; oversees & approves development of policies & procedures consistent with requirements & sound management practices; keeps assistant director & deputy director of construction informed of status of contracts, bid processes & project development; recommends changes in contract sales policies; ensures compliance with criteria for contract sales process; testifies in court cases concerning contract sales.

Ensures staff receives training in new procedures or utilization of tools (e.g., personal computers, software packages); ensures bureau staff executes assignments; directs review of highway construction claims (analysis & recommendation of payment); represents Bureau, Division or Department at meetings, seminars with local, county, federal & private sector staff concerning Bureau activities & contract or related questions.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration, public administration, human resources, engineering or finance; management; supervisory principles & techniques; public relations. Ability to use research methods in gathering data; deal with many variables & determine specific course of action; use statistical analysis; establish friendly atmosphere as division or large section chief.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in public administration, contract sales law, business administration, human resources, engineering or finance; 24 mos. trg. or 24 mos. exp. in management; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques; 12 mos. trg. or 12 mos. exp. in public relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.