

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0225861	10. Budget Program Number OPER01033	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Exec. III	
3. Division Administration/Operations			12. Proposed Class Title Procurement Officer III	
4. Section Office of Grants and Contracts	For	13. Allocation		
5. Unit		Use	14. Effective Date	
6. Location (address where employee works) 915 SW Harrison (Docking State Office Building) City Topeka County Shawnee		By	15. By	Approved
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %		Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		Office	17. Audit Date: By: Date: By:	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

N/A

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Emily Bailey	PSE II	K0225612

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Emily Bailey	PSE II	K0225612

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Employee is allowed a great deal of latitude in making decisions for payments and contact with program staff. Instructions are given on an as needed basis.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>Professional Attitude. While performing your tasks as a representative of the Department for Children and Families you are expected to:</p> <ol style="list-style-type: none"> 1. Demonstrate an attitude of respect, i.e. be attentive to the customer, communicate in a polite and professional tone of voice, return phone calls within a reasonable period of time (as defined by your supervisor), process requests as quickly as possible. 2. Demonstrate a willingness to help. Remember that your customer is anyone needing or asking for your assistance, including your fellow employees within the agency. 3. Encourage individuals to identify and fulfill their own responsibilities. 4. Practice personal self-discipline and maintain ethical and professional behavior in times of frustration with difficult customers. 5. Provide information and service to those seeking assistance. If you are unable to directly provide that service or information, you should offer to connect them with someone who can assist or advise them.
1 – 65%	E	<p>Contract and Grant Management</p> <p>Incumbent is the point of contact for Kansas Department for Children and Families (DCF) contracts and grants from the Family Services Division as well as their request for proposal (RFP) process. Assists programs with development and writing of RFPs, coordinates the posting of all open contracts on the DCF public website for vendors to review, acts as the liaison between Department of Administration and DCF. Directs all questions received from potential bidders in response to the contract RFP to appropriate program staff. Coordinates all bid responses received from D of A and forwards to appropriate program staff for review. Maintains contact with program while responses are under review and helps to coordinate following steps of RFP process with program. Reviews and approves purchase requisitions in SMART upon award of contract. Enters supplier contract for contractor(s) in SMART. Reviews and approves purchase orders in SMART to establish encumbrance. Provides technical assistance to DCF administrative and program staff, grantee/contractor personnel as well as the general public regarding state and federal contract regulations as they apply to the various programs and make decisions as to the application of rules to individual contract provisions. Serves on RFP review teams and participates in Family Service Program Meetings as needed.</p> <p>May plan, assist and review the work of lower level Grant and Contract Specialist and Program Managers as they apply to the Family Service Division. As it pertains to grants/contracts, participates in designing and installing improved purchase procedures and in developing and presenting a comprehensive training program for state agency personnel and vendors.</p> <p>Meets with Family Services Program Directors and other program personnel to discuss requirements, recommend substitutes, forecast agency needs and assist in selecting correct items for intended use. Tracks the RFP/Contract process for the agency, working with Program Directors and Program Managers to ensure timeliness of contract awards. Provides updates of contract statuses to OGC Senior Manager and OGC Director. Oversees Federal Funding Accountability and Transparency Act (FFATA) reporting.</p>
2- 30%	E	<p>Purchasing</p> <p>As it applies to contracts; review and approve PRs in SMART assuring the use of appropriate funding codes and correct prior authorization codes attaching all necessary supporting documentation. Review and approves purchase orders (PO) in Smart verifying that all information is accurate including speedcharts, account codes, shipping information and contract number. Process change orders in Smart to POs. Tracks contracts, approves contract payments and manages contract records for DCF.</p>
3- 5%	M	<p>Other Duties as Assigned</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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N/A

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

If grants, contracts and funds are not managed effectively DCF could lose funding for certain programs which would result in DCF clients not being served.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Incumbent has daily contact with DCF personnel and the Department of Administration concerning individual grant and contract activity including expenditures, modifications, and current, future or past payments or financial reports. Daily contact with future and current vendors and contractors.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Sedentary – lack of movement may cause stiffness
Eyestrain due to considerable computer use

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer – daily
Calculator – daily
Telephone – daily
Copier – daily
fax machine – occasionally

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Three years of experience in professional accounting/auditing work. Education may be substituted for experience as determined relevant by the agency. SMART Accounts Payable and Purchasing training and experience and knowledge of state purchasing guidelines and accounting principles is preferred.

Education or Training - special or professional

Marketing or Communications training or experience. Experience working in dynamic team environments.

Licenses, certificates and registrations

None required

Special knowledge, skills and abilities

Knowledge of governmental accounting and fiscal administration.

Knowledge of budget and procurement practices and procedures.

*Ability to analyze and interpret financial report information and to take the appropriate corrective action.

*Ability to evaluate and modify accounting systems, procedures, records and controls.

*Ability to establish and maintain effective working relationships with coworkers and representatives of other agencies or departments.

*Ability to organize and clearly express information in concise written form.

Ability to use personal computers and application software.

*Necessary at Entry

Experience - length in years and kind

N/A

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

N/A

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date