

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Purchasing Assistant 2	<u>CLASS NUMBER:</u> 50202	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N7	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 80 E. Fulton Street Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Fiscal Officer 2 (080008)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Purchasing Assistant 2 classification is to purchase and distribute materials and supplies, to process purchase orders, accounts payable and receivable documentation, and to provide related support as needed for the department.

JOB DUTIES:

Order supplies via vendor websites. Respond to inquiries from staff. Assist with the maintenance of equipment. Process invoices for the agency. Research invoice charges when needed. Meet and/or contacts outside vendors regarding supplies. Type or verify requisitions and purchase orders. Prepare purchase orders and requisitions. Print daily reports regarding funds. Process paperwork per established procedures. Prepare monthly report of funds.

Distribute supplies. Track office furniture and equipment. Transport supplies. Respond to inquiries from outside vendors and other agencies. Audit telephone logs for agency staff. Inventories supplies and materials. Collect audits long-distance telephone logs from agency staff. Supply staff with special order supply forms and individual supply requests. Open and respond to mail received from outside vendors and other agencies. Move office furniture when requested. Coordinate maintenance requests with the maintenance department. Transport bills to the established departments. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; public relations; human relations; agency policy and procedures; government structure and process. Skill in equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; deal with problems involving several variables in familiar context; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; prepare meaningful, concise accurate records; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public; cooperate with coworkers on group projects; demonstrate strength to move objects from one location to another.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED supplemented by vocational or technical training in accounting or related field with three (3) years of experience in accounting, purchasing, or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date