

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

<u>CLASSIFICATION TITLE:</u> Purchasing Agent	<u>CLASS NUMBER:</u> 50203	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services –Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N11	<u>POSITION CONTROL #:</u> 100411
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director Finance (100440)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Purchasing Agent classification is to perform purchasing functions and tracking of contracts for the agency.

JOB DUTIES:

Prepare and process administrative and contractual purchase order requisitions, obtaining approval. Submit required information per established procedures. Input and distribute updated information into purchase orders list. Ensure agreement between listing and financial computer system. Confirm and expedite purchases and shipment of items, make amendments to purchase orders, as required. Identify funding sources and verify state and county coding used on purchase orders. Assist in the design, development and implementation of a system to monitor appropriate expenditures by state funding sources and county appropriations. Provide budget cost information and make recommendations on purchasing procedures and regulations to insure compliance with statutory requirements. Ensure compliance with applicable agency, state and/or federal regulations.

Prepare reports, review policies and procedures and recommends revisions, as needed. Verify and maintain payments to vendors and activity spreadsheet. Distribute copies of records. Answer telephone inquiries, maintain records, prepare correspondence, and handle request for repair of office equipment. Receive and process supply orders from agency departments. Expedite purchase orders, transfers office equipment and inventory control. Enter purchase orders into computer system. Locate substitutes, as needed. Receive packing slips and process per established guidelines. Maintain contact with suppliers of goods and services. Print and maintain supply order files per department.

Monitor all other expenditures to assure compliance with county procurement policies. Utilize contract tracking system to monitor expenditures by contract, program and appropriations. Verify contract information and make corrections as needed. Receive and process invoices for contract payments per established guidelines. Match special funding to applicable expenditure and verify timelines of payments. Maintains invoice files and spreadsheets. Work closely in budgeting and resolving discrepancies in invoices and with payment problems throughout all departments. Post and distribute payments from auditor’s office to spreadsheets per established procedures. 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; accounting; agency policies and procedures. Skill in word processing; equipment operations. Ability to understand practical field of study; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; prepare meaningful, concise and accurate reports; cooperate with coworkers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate’s degree in business or accounting with three (3) years of accounting or purchasing 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