

**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> Public Facilities Management	<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> 033005
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:30 AM to 4:30 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, Property Management (033000)
<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. Submit required information per established procedures. Enter purchase orders into listing with required information. Update and distribute purchase order listing. 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 for purchase orders. Assist in the design, development and implementation of a system to monitor appropriate expenditures for the construction and operations divisions, including utilization and maintenance of spreadsheet and data-base to monitor expenditures. Provide budget cost information and make recommendations on purchasing procedures and regulations to insure compliance with county procurement policies.

Review and process contractor payment applications. Expedite purchase orders. Ensure needed approval. Enter purchase orders into computer system. Ensure proper documentation of quotes is obtained as required. Receive packing slips and processes per established guidelines. Daily contact with suppliers of goods and services, including meetings with sales representative in discussion of bid items, demonstration of products, development of forms, etc.

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 processes invoices for contract payments per established guidelines. Maintain invoice files and spreadsheets. Work closely with all agency's departments in regards to budgeting and resolving discrepancies in invoices and with payment problems.

Complete verification of required contractor closeout documents. Maintain proper records. Prepare reports, review policies and procedures and recommends revisions as needed. Verify payments to vendors. Print spreadsheets showing activity for vendors/contracts. Distribute copies of records. Answer telephone inquiries, maintain records, and prepare correspondence. 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 equipment operation. 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:

Associate's degree in business or accounting with three (3) years of accounting or purchasing experience; or any equivalent combination of training and experience.

Additional Requirements

No additional special license or certification is required.

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