

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

<u>CLASSIFICATION TITLE:</u> Assistant Director, Procurement	<u>CLASS NUMBER:</u> 90012.1	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 020049
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (020001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Bidding & Contracting Supervisor (020003) Procurement Compliance Supervisor (020002) Training & Development Supervisor (TBD)		

CLASSIFICATION PURPOSE:

The primary purpose of the Assistant Director classification is to assist department director with formulating policy and establishing operational procedures. Assist in the preparing of department budget. Supervise one or more department sections or divisions. Represent department and/or director at various functions. Act for department director in their absence.

JOB DUTIES:

Responsible for leading and supporting operations of assigned business units, including Bidding and Contracting, Procurement Compliance, Training and Development Programs, Vendor Outreach and Performance and Contract Administration. Assist the Director in developing and implementing procurement strategies aligned with County goals. Align activities with agency goals and objectives to drive performance and achieve success metrics. Monitor and evaluate performance using key performance indicators (KPIs) and metrics. Identify opportunities for process improvement, efficiency, and cost reduction. Lead initiatives to streamline workflows, eliminate redundancies, and enhance effectiveness. Implement best practices and standards to improve service delivery in collaboration with partner agencies and overall County objectives.

Provide strategic direction on modern procurement methods, ensuring the timely and efficient procurement of goods and services. Perform ongoing analysis of, and updates to, processes, activities, tools, documents, and resources to ensure alignment with applicable local, state, and federal regulations, County policies, and best practices in public procurement. Support Supervisors in the review of contracts, purchase orders, and other procurement documents for accuracy and completeness. Provide guidance on the creation and implementation of training and development programs for internal county partners and the vendor community.

Develop and support initiatives to increase supplier diversity and promote economic opportunity with the local small and emerging business community. Negotiate contracts and agreements to achieve favorable terms and pricing. Oversee vendor performance and support resolution of vendor disputes and issues in a timely and professional manner.

Ensure procurement activities comply with legal and regulatory requirements as well as fiscal standards. Implement policies and procedures to mitigate procurement-related risks. Oversee audits and reviews to ensure adherence to procurement policies and ethical standards.

Assist in the development and management of operational budgets, resource allocation, and financial planning. Monitor expenditures and invoice payments, analyze variances, and recommend corrective actions to ensure budget compliance. Optimize resource utilization and allocation to support operational goals and strategic priorities. Ensure procurement activities are conducted within budgetary constraints and financial guidelines.

Establish performance metrics, benchmarks, and reporting mechanisms to track progress and outcomes. Prepare regular reports, presentations, and dashboards on operational performance and key initiatives for senior management. Develop and analyze data and provide insights to support decision-making and continuous improvement efforts.

Perform all tasks related to the management of a team, including but not limited to, participating in interview and hiring activities, conducting performance evaluations, approving timesheets and leave requests, implementing corrective actions related to performance, identifying professional development goals, and providing coaching. Provide leadership, direction, and mentorship to staff. Assist, train, develop and encourage staff in the performance of their duties. Promote a culture of accountability, innovation, and continuous improvement within the organization. Support professional development initiatives and training programs to enhance team capabilities and competencies. Serve as human resources liaison for the agency.

Attend and participate in internal, external, and public meetings, including general session and briefing, on behalf of the agency. Attend

weekly senior staff meetings as assigned. Participate in labor management meetings. Research, develop, and administer special projects as directed.

Maintain regular and predictable attendance. This position requires regular and consistent on-site 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:

Strong writing and presentation skills; experience with drafting contracts and reviewing specifications and scopes of work; ability to think critically. Knowledge of budgeting; inventory control; management; labor relations; employee training and development; supervision; public relations; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to understand practical field of study; deal with problems involving several variables in familiar context; complete routine forms; maintain accurate records; interview job applicants effectively; add, subtract, multiply and divide whole numbers; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; proficiency with Microsoft Office suite; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from, and contacts with, officials and the general public; resolve complaints from residents and government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in procurement, business administration, public administration, finance, supply chain management or related field with five (5) years of progressively responsible management experience in public purchasing environment, organizational operations, business management, strategic planning, or related experience.

Additional Requirements

Public Procurement Certification (e.g., CSCP, CPSM, CPPO, NIGP-CPP) is highly preferred.

Supervisory Responsibilities

Ability to function in a managerial capacity for one or more department sections or divisions. Includes the ability to make decisions on procedural and technical levels.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

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