

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

<u>CLASSIFICATION TITLE:</u> Director	<u>CLASS NUMBER:</u> 90103	<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> N24	<u>POSITION CONTROL #:</u> 021000
<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> Deputy County Admin. (011201)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
P-Card Coordinator (021009) Assistant Director (021020) Accountant Supervisor (021010) Print Shop Supervisor (023000)		

CLASSIFICATION PURPOSE:

The primary purpose of the Director classification is to direct the operations of the department. Prepare department budget. Oversee and monitor revenue and expenditures. Formulate, establish and evaluate department policies. Direct and plan department functions. Prepare and present annual department budget. Manage and monitor expenditures. Establish and address staffing issues. Maintain records.

JOB DUTIES:

Exercise initiative and autonomy in directing, planning, coordinating, and managing operations of the purchasing department having a countywide effect. Oversees, directs and manages the operations of the print shop, and mailroom. Manages activities that involve employees in the entire agency. Prepares and submits operational and tax budgets for approval by the County Commissioners. Represents the Purchasing Department in budgetary hearings before the Board of Commissioners. Provides purchasing expertise to secure Board of Commissioners approval.

Develop and implement countywide policies and procedures for acquisition of goods and services. Manage administrative review and oversees that all county offices and agencies are in compliance with the statutory requirements of the Ohio Revised Code (ORC) as it relates to procurement functions. Manage and oversee that the mail processing is consistent with U.S. Postal regulations and printing services. Responsible for handling technological improvements in all areas of purchasing to achieve cost savings and improve customer service. Ensure the purchasing department is in compliance with the ORC 124, Ohio Administrative Rules, county rules, regulations, policies, procedures, purchasing and the collective bargaining agreement with AFSCME Ohio Council 8, Local 2049. Manages, prepares employee evaluations and is responsible for overseeing and managing the daily operations of the agency.

Acts as liaison person with other county agencies (e.g., clerk of courts, common pleas court, probate court, and prosecuting attorneys' office), the County Commissioners Association of Ohio, other local government purchasing agencies and vendors on issues relating to procurement, print shop, and mailroom. Responds and promotes county activities to various groups. Responsible for approving or releasing information on purchasing policies or procedures to news media either by verbal communication or written 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 budgeting; inventory control; management; supervision; public relations; agency policy and procedures; government structure and process. Skill in equipment operation. Ability to understand practical field of study; use statistical analysis; understand manuals and verbal instructions, associated with purchasing procedures; use proper research methods in gathering data; originate and/or edit articles for publication; establish friendly atmosphere as division or large section chief; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry clients 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 finance, business administration, public administration or related field with five (5) years of progressively responsible management experience in public purchasing environment, or related experience.

Additional Requirements

Must possess and maintain Certified Purchasing Manager certification.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

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