

Franklin County Board of Commissioners
Classification Specification & Job Description

<u>CLASSIFICATION TITLE:</u> Purchasing Supervisor	<u>CLASS NUMBER:</u> 50206	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N17	<u>POSITION CONTROL #:</u> 021002
<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> Assistant Director (021020)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Fiscal Support Analyst (021008) Sr. Purchasing Coordinator (021003, 021007, 020005, 021006)		

CLASSIFICATION PURPOSE:

The primary purpose of the Purchasing Supervisor classification is to supervise and develop the Procurement team in support of the county’s procurement activities, including the review and preparation of specifications, contracts, and Invitation to Bid (ITB) and Request for Proposal (RFP) documents, as well as managing the review and processing of agency purchase orders using knowledge of industry trends, state and county regulations, and county policies and procedures.

JOB DUTIES:

Supervise and develop assigned purchasing personnel. Determine staff work assignments, prepare performance evaluations, provide training and handle discipline. Ensure all purchasing policies and procedures are followed. Prepare reports and performs all supervisor responsibilities as required. Cross-train staff to ensure coverage and expertise in all purchasing areas.

Perform all procurement functions of contract development and administration. Lead and coordinate project management for large bid packages. Supervise the competitive procurement process in accordance with the Ohio Revised Code and county policy. Ensure the Purchasing Department is in compliance with applicable laws, codes and regulations. Maintain the vendor database. Manage ethical and equitable purchasing practices. Collaborate with the Office of Diversity, Equity and Inclusion and Purchasing leadership to develop and support vendor outreach and supplier diversity initiatives. Review and approve procurement invoices. Prepare and manage bi-annual performance survey. Recommend purchasing policy and procedure changes. Document processes.

Collaborate with Purchasing leadership, the Prosecutor’s Office, agency representatives, and other county stakeholders, as needed, to manage procurement activities and resolve contract administration issues. Serve as the liaison for purchasing functions in the county’s financial system. Recommend system modifications and upgrades. Maintains contact with industry representatives to stay abreast of industry trends.

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; public relations; management; employee training and development; supervision; agency policy and procedures. Skill in office equipment operation. Ability to apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; gather, collate and classify information about elements related to purchasing techniques and activities; cooperate with coworkers on group projects; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from, and contacts with, officials and the general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in business administration, public administration, or related field with three (3) years of purchasing or related experience.

Additional Requirements

No special license or certification is 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