



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

<u>CLASSIFICATION TITLE:</u> Purchasing Systems Administrator	<u>CLASS NUMBER:</u> 50208	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180 Days
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N18	<u>POSITION CONTROL #:</u> 020051
<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, Operations
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> TBD (expect approximately two direct reports)		

CLASSIFICATION PURPOSE:

The primary purpose of the Purchasing Systems Administrator classification is to manage, administer, and support all aspects of information technology for the Purchasing Department, including but not limited to eProcurement, Jira, Subscriptions, and the agency website and portal content. The position also supervises, reviews and assigns work; provides technical assistance to agencies, staff, vendors, suppliers, and other members of the public; ensures departments and agencies are in compliance with applicable rules, regulations, laws, policies, and contract terms; and manages and oversees assigned aspects of the County’s procurement and purchasing priorities and programs.

JOB DUTIES:

The Supervisor of System Administration manages all aspects of IT for the Purchasing Department, including but not limited to eProcurement, Jira, Subscriptions, and the agency website and portal content. The Supervisor plays a key role in driving enhanced system functionalities and ensuring data integrity and security. This position acts as the liaison to the Data Center for strategic initiatives and supports the management of the Master Services Agreement with the Data Center. This role manages the department’s interface with agencies and vendors for support and training, system troubleshooting and enhancements, and ensuring system data is relevant, accessible, and useful in metric tracking and reporting. The Supervisor is responsible for agency training, communication, and supervision related to IT initiatives and systems. This position directly supervises a team that is responsible for daily management of agencywide technology as well as the day-to-day management of agency operations related to the physical office space, supplies, personnel support, agency engagement in countywide programs and campaigns, and special projects.

Identify opportunities to improve various information technology system functionalities and workflows. Collaborate with Purchasing leadership to develop, implement and maintain technology solutions that support operational needs across business units. Participate in the identification, selection, procurement, and implementation of technologies and solutions. Oversee the configuration, implementation, upgrades, updates, enhancements, and maintenance of various platforms and related tools. Manage system testing and quality assurance to ensure functionality meets business requirements. Collaborate with the Auditor’s Office, OMB, and the Data Center to resolve complex technical issues and ensure various system integration and data integrity. Collaborate with external vendors and service providers to resolve system-related issues and implement solutions.

Oversee data management processes within various agency systems, including data entry, validation, and cleansing. Collaborate with Purchasing leadership, Board of Commissioner agencies, and other County partners to develop useful reporting and dashboards in the eProcurement system and other agency solutions. Strategically develop customized reports and dashboards in various systems to support decision-making and operational efficiency.

Collaborate with Purchasing staff and other partners to develop training programs related to Purchasing-centric solutions and electronic resources. Promote user adoption of procurement systems through training sessions, workshops, and communication campaigns. Provide ongoing support and guidance to users on various system functionalities and best practices.

Ensure system compliance with organizational policies, industry standards, and regulatory requirements. Manage periodic audits and reviews to ensure adherence to compliance standards and mitigate risks. Collaborate with the Data Center to identify and implement various

system security measures, including user access controls, encryption, and data protection protocols. Manage service level agreements (SLAs) related to various systems.

Oversee the management of multiple office spaces and operational activities across the agency, including but not limited to managing space needs, supplies, equipment, and other resources. Manages onboarding and offboarding processes, office events, and countywide campaigns and programs. Manages IT budget, IT inventory, LINK requests, user authorizations, IT training and support, and other special projects. Serves as agency liaison with the Data Center.

Supervise and develop assigned purchasing personnel. Determine staff work assignments, prepare performance evaluations, provide training and manage corrective actions and/or performance improvement, as needed. 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. 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.

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 / SKILLSET AND COMPETENCIES:

Knowledge of budgeting; employee training and development; government structure and process; electronic data processing. Skill in equipment operation. Ability to deal with problems involving few variables in familiar contexts; interpret extensive variety of technical material in books, journals and manuals; deal with non-verbal symbols in formulas, equations, or graphs; use proper research methods in gathering data; develop complex reports; cooperate with coworkers on group projects. Skill in word-processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers, calculate fractions, decimals and percentages; copy material accurately and recognize grammatical and spelling errors; complete routine forms; maintain accurate records; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; proofread technical materials; recognize errors and make corrections; use proper research methods in gathering data; establish friendly atmosphere as supervisor of work unit; 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: Bachelor's degree in information technology, computer science, business administration or related field with five (5) years of computer experience.

Additional Requirements

No special license or certification is required. Experience managing a website and various social media platforms and strong technical proficiency with procurement software and ERP systems is preferred.

Supervisory Responsibilities

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

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