

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

<u>CLASSIFICATION TITLE:</u> Sr. Purchasing Coordinator	<u>CLASS NUMBER:</u> 50204	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A12	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S. High St., 25th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Purchasing Supervisor (021002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Sr. Purchasing Coordinator classification is to facilitate county procurement activities, including, but not limited to, the preparation of Invitation to Bid (ITB), Request for Proposal (RFP), and Requests for Information (RFI) documents using knowledge of industry trends, state and county regulations, and county policies and procedures.

JOB DUTIES:

Collaborate with county agencies to prepare ITBs, RFPs, and RFIs, and lead stakeholders in developing procurement timelines and activities. Review agency-created specifications and evaluation criteria. Conduct pre-bid and pre-proposal conferences. Respond to vendor and stakeholder inquiries, and manage the drafting and posting of addenda and clarifications. Address questions and concerns. Identify project stakeholders and serve as project liaison for contracts and competitive procurements between county agency representatives, the public and interested vendors. Conduct bid and proposal openings by logging bids, creating bid tabulation sheets, and performing an initial analysis of responsiveness and deficiencies. Create bid numbers, physical files, and electronic files. Collaborate and maintain contact with agency representatives, providing bid opening results and recommendations, and supporting the creation of resolution and summary documents. Draft and redline documents and contracts. Serve as point of contact on projects. Schedule and attend virtual and in-person meetings. Support vendor outreach and supplier diversity initiatives. Participate in workshops, webinars, training, and other professional development opportunities as identified with supervisor. 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; public relations; office practices and procedures; agency policy and procedures. Skill in word processing; office equipment operations. Ability to understand practical field of study; use statistical analysis; complete routine forms; maintain accurate records; arrange items in numerical or alphabetical order; prepare and deliver speeches before specialized audiences and general public; work independently and with County stakeholders; answer routine telephone inquiries from public; 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: Associates degree in business administration or related field and three (3) years of experience in purchasing related activities.

Additional Requirements

No special license or certification 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