

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Purchasing Agent</i>		<b>DIVISION:</b> <i>Family &amp; Staff Support Services</i>	<b>DEPARTMENT:</b> <i>Information Technology</i>
<b>WORKING TITLE:</b> <i>IT Procurement Analyst</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>736000 Data Systems Manager 3</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>64522</i>		<b>PCN:</b> <i>736003</i> <b>PAY RANGE:</b> <i>16</i>	<b>REVISION DATE:</b> <i>8/2018</i>
<b>EQUIPMENT USED:</b> <i>telephone calculator printer fax machine computer copying machine automobile/cargo vehicle</i>			
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Minimum 24 months training or experience in purchasing/procurement (i.e. evaluating bid responses, review of contractual language, awarding of contracts) and 3 months training or experience in public relations; or 12 months experience as a Purchasing Specialist or equivalent experience (or demonstrated knowledge of fractions, decimals, and percentages as well as agency purchasing procedures and policies and state procurement regulations, and public relations).</i>			
<b>PREFERRED:</b> <i>Bachelor's Degree in Business Administration or related degree; 2 years of experience as a Procurement Specialist (or equivalent). Two years' documented expertise with Audit functionality and 1 year with government procurement. Good understanding of GAAP, general ledger, government accounting, and budget process; strong analytical and problem solving skills. Five years' experience with Enterprise-wide accounting with multiple modules (SAP, MUNIS, and AX preferred); advanced knowledge of MS Office products, Excel, Access, and Word; strong interpersonal and communication skills both verbal and written required; strong work ethic and good organizational skills; team player with ability to multi-task in a fast-paced environment.</i>			
<b>PURPOSE:</b> <i>The employee, under the director of the Data Systems Manager 3, will help the agency achieve expedited IT procurement while maintaining all GAAP, ITIL, and FCCS PMO standards and help support agency staff in meeting the agency's mission and goals. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families, and communities and protects and preserves the dignity of each. The employee will adhere to the agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families and valuing partnerships.</i>			
<b>JOB DUTIES:</b>			
65%	<i>Procures all necessary supplies, materials, and equipment required for operation of assigned division. Processes submitted requisitions and purchase orders, contacts vendors, compares price quotes and computer percentage discounts, writes quality IT specifications (e.g. quantity, grade or quality, delivery). Assures accuracy of purchase order, prints orders, requisition, and reconciliation to ensure compliance with all established procedures. Enters purchase order data into Central Accounting System for acceptance by state accounting and agency approval.</i>		
30%	<i>Prepares reports (e.g. monthly progress; preventative maintenance; inventory); answers telephone inquiries; expedites delivery of purchase orders; reviews policies and procedures of procurement</i>		

*section and recommends revisions. Maintains office filing system for catalogs, contracts, and orders. Participates in staff development, supervisory conferences and other department/agency meetings as needed. Develops appropriate knowledge of IT supplies/products to best support the identification and delivery of IT services.*

5%

*Performs other related duties as assigned.*

*\*This position is subject to non-working hours, as necessary, to meet agency needs.*

**List no. of positions and Class Titles of positions supervised**

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date