

POSITION DESCRIPTION  
**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Purchasing Administrator 1</i>		<b>DIVISION:</b> <i>Finance &amp; Administration</i>		<b>DEPARTMENT:</b> <i>Purchasing</i>	
<b>WORKING TITLE:</b> <i>Purchasing Supervisor</i>		<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>734000 Building Maintenance Superintendent 2</i>			<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>64527</i>		<b>PCN:</b> 734050 <b>PAY RANGE:</b> 26		<b>REVISION DATE:</b> <i>9/15</i>	
<b>EQUIPMENT USED:</b> <i>telephone calculator printer computer copying machine automobile</i>					
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Six courses in purchasing/procurement that includes one course in procurement budgeting, one course in inventory control and one course in business math with remaining courses covering purchasing management, sources of supply and procurement controls, vendor/buyer relationship, materials handling, make or buy decisions, buyer training, purchasing and applications to accounting, finance &amp; marketing, value analysis, purchasing negotiation techniques (or 6 mos. exp.); 600 hrs. training in supervision (or 6 mos. exp.); 300 hrs. training in agency purchasing procedures &amp; policies &amp; state procurement regulations (or 3 mos. exp.); 300 hrs. training in employee training and development (or 3 mos. exp.); 300 hrs. training in manpower planning (or 3 mos. exp.); 3 courses in public or business administration: management sciences (or 3 mos. exp.); one course in interviewing (or one month exp.); one course in public relations (or one month exp.) or equivalent.</i>					
<b>PREFERRED:</b> <i>Certified Public Procurement Buyer (CPPB) and 1 year supervisory experience.</i>					
<b>PURPOSE:</b> <i>Direct purchasing activities of the agency; supervise purchasing and support staff; ensure compliance with agency purchasing policies and procedures and all county, state and federal procurement laws/regulations. 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>					
40%	<i>Directs the purchasing activities related to agency goods and services and ensures compliance with purchasing policies and regulations; supervises and trains purchasing and support staff; assists with development of departmental purchasing procedures; researches and develops specifications for equipment, supplies and materials; assists agency staff with sourcing needed goods and services, developing and/or understanding product specifications, doing cost comparisons, and making vendor/product selection.</i>				
30%	<i>Negotiates and manages all maintenance agreements for non-IT equipment and services; prepares blanket purchase orders and tracks spending; regularly audits purchase orders for compliance with agency policies/procurement laws/regulations; reviews invoices, packing slips and receiving reports; resolves invoice/purchase order discrepancies with agency staff and/or vendors; prepares change orders; resolves vendor issues relating to quality and service.</i>				

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(Purchasing Supervisor)  
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25%

*Maintains liaisons with other county/state purchasing agencies for exchange of information on current market trends, new sources of supply, new product lines; communicates government procurement requirements to outside company sales representatives; prepares purchasing reports; prepares employee evaluations; develops employee training and development plans; reviews purchasing opportunities through county, state or national purchasing cooperatives.*

5%

*Performs other related duties as assigned.*

List no. of positions and Class Titles of positions supervised

3 Purchasing Assistant 1

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Signature of Agency Representative

\_\_\_\_\_  
Date