POSITION DESCRIPTION

		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Business Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005713

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Purchasing Agent	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 a.m. TO: 4:00 p.m. Report in location subject to change

JOB CODE TITLE Purchasing Agent

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Purchases all necessary supplies, services & equipment for Office of Properties & Facilities: receives requests & develops specifications for goods or services; researches commercial markets for product quality & pricing; ensures Office's EDGE & MBE goals are met or exceeded; obtains formal or letterhead bids for purchases, & places orders for goods & services; assists & fills orders for on-hand items from GSD Storeroom; initiates use of State credit card when possible; coordinates timely delivery of purchased items & verifies receipt of materials delivered.	Knowledge of (1) agencies policies & procedures relevant to state procurement regulations; (2) inventory control; (3) fractions, decimals & percentages; (4) public relations. Skill in (5) operation of personal computer (i.e., OAKS) (6) operation of photocopier, fax machine. Ability to (7) read & record figures accurately; (8) complete routine forms; (9) maintain accurate records; (10) apply principles to solve, practical everyday problems; (11) sort items into categories according to established methods; (12) prepare meaningful, concise, & accurate reports; (13) check pairs of items that are similar or dissimilar; (14) work alone on most tasks.
30	Prepares & initiates accounting support documentation: collects receipts; forwards requests for payment; verifies credit card purchases; assigns purchase order numbers; maintains working understanding of OAKS Purchasing Module; assists Business Office when documentation problems occur; maintains filing system for order requests & continually reviews procurement/accounting procedures.	Knowledge of 1, 2, 3, 4 Skill in 5, 6 Ability to 7, 8, 9, 10, 11, 12, 13, 14
25	Works cooperatively with Inventory Control Specialist: posts order requisitions in OAKS, adds & deletes stock items; fills orders; completes delivery slips for Business Office; answers telephone inquiries; assists with maintaining safe & efficient storeroom; operates forklift; manually stacks boxes using proper safety techniques; performs other miscellaneous tasks & special projects.	Knowledge of 1, 2, (15) safety practices Skill in 5, 6, (16) operation of equipment (e.g., forklift). Ability to 7, 8, 9, 10, 11, 12, 13, 14

JOB CODE 64522

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	1/22/15

appd 1-22-15 cl