

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS106490

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005713

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Purchasing Agent

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005692 Deputy Director 5

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 14  
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NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 7:00 a.m.    TO: 4:00 p.m.

### 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) checks 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 a working understanding of OAKS Purchasing Module; assists Business Office Accounts Payable Clerk when documentation problems occur; maintains a 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 a 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 TITLE  
Purchasing Agent

JOB CODE  
64522

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Wathoven*

8/4/09

*apd 8-10-09 cl*