

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106175

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Procurement Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075177

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Purchasing Agent POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005644 State Purchasing Supervisor

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

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Under supervision of State Purchasing Supervisor, procures all necessary supplies &/or services for Office of Procurement Services: processes requisitions in Ohio Administrative Knowledge System (OAKS); researches existing term contracts for availability & pricing; requests quotes; prepares justifications to make purchases; distributes purchase orders; receives items & processes invoices for payment; maintains asset records; salvages old equipment; tags new equipment.	Knowledge of (1) purchasing/procurement; (2) agency/unit purchasing policies & procedures & applicable laws & rules (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) public relations; (4) customer service techniques & practices. Skill in (5) operation of personal computer & associated software (e.g., MS Word, MS Excel, including simple formulas, Access, OAKS*); (6) use of database & Internet to extract information. Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) write routine correspondence & reports; (9) carry out detailed written or oral instructions; (10) maintain accurate records; (11) comprehend & record figures accurately; (12) inventory control.
35	Tracks purchasing requests & maintains inventory databases: maintains, updates & deletes information in Fixed Asset Management System; prepares reports relating to inventory as requested; tracks requests to purchase (RTP) submitted by agencies; enters determination into RTP database; enters release & permit into OAKS, maintains fiscal year files for RTP requests; enters contract award information into Equal Opportunity Division Contract Tracking System (e.g., number of bids received, flags awarded contractor & enters logistical information for awarded contractor).	Knowledge of 1, 2* Skill in 5, 6 Ability to 7, 9, 10, 11, 12
15	Serves as section representative in all state-sponsored charity campaigns (e.g., Holiday Food Basket, Operation Feed, Combined Charity Campaign): attends informational meetings; prepares flyers & related correspondence; maintains collection of proceeds in an organized & safe manner in order to prevent theft; coordinates fundraisers; other duties as assigned.	Knowledge of 2*, 3, 4 Skill in 5, 6 Ability to 7, 9, 10, 11

*developed after employment

JOB CODE TITLE
Purchasing Agent

JOB CODE
64522

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Gregory Westhoven

12/24/09

apl 1-6-10 cl