



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10212

PURCHASING AGENT

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Purchasing Agent may not perform all of the duties listed. However, performance of the first duty (I) a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Purchasing Agent position is to purchase all supplies and major equipment for the agency. This includes the performance of various inventory duties.

Duties

Frequency: 85% +/- 20%

- I. Independently purchases supplies and major equipment (e.g., copiers) for the agency and performs associated clerical duties (e.g., enters information into computer system).
 - A. Maintains inventory of supplies and materials.
 - B. Orders and distributes supplies and equipment for the agency.

Frequency: 15% +/-5%

- II. Performs payroll and/or general fiscal duties.



**KSA'S FOR THE
JOB CLASSIFICATION OF
PURCHASING AGENT**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Purchasing practices, policies and procedures; Administrative practices; Office practices and procedures; Inventory procedures (e.g., determining needs, ordering, maintaining files); Computer systems (e.g., PET); Purchasing and service contracts; Negotiating (e.g., contracts); Bids, vouchers, requisitions and invoices; Typing principles; Procurement practices; Intermediate mathematics and basic accounting/bookkeeping principles.	Computer operations; Organization; Negotiating; Typing; Intermediate mathematics.	Perform basic accounting/bookkeeping; Complete forms (e.g., purchase orders, bids, vouchers, requisitions and invoices); Develop, complete, review, correct and approve purchase orders and invoices; Negotiate contracts; Work with others; Maintain accurate records; Complete, process and file forms; Obtain quotes and verify cost of materials; Perform intermediate level mathematics/calculations; Use computers; Assess inventory needs; Make vendor recommendations; Develop procurement policies; Enter information into computer system (e.g., PET); Monitor inventory of supplies and materials.
II	Clerical and administrative practices and procedures; Fiscal policies and procedures; Fiscal reports; Payroll functions; Office practices and procedures; Typing principles; Data entry functions; Expense/travel reimbursements.	Data entry/typing; Writing; Organization.	Maintain accurate records (e.g., document and keep track of sick, unpaid, compensatory time and personal leave); Assist with fiscal duties; Collaborate in the preparation of fiscal reports; Review expense/travel reimbursements and check accuracy; Operate a keyboard on data entry equipment; Work with others; Assist with payroll duties.



Minimum Qualifications

- Completion of two years technical training in business or accounting or like field of study.
- Or one course or six months experience in business mathematics, one course or six months experience in accounting, one course or six months experience in purchasing, one course or six months experience in typing or keyboarding, one course or six months experience in verbal communication, one course or six months experience in written communication for business, and one course or six months experience in finance.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual working conditions/Hazards

The incumbent has almost no responsibility for the physical safety of others. Additionally, the position involves minor risks or discomforts while stocking and lifting office supplies and materials.