NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Purchasing Specialist	CODE: 64520C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, analyzes contracts with vendors, inspects quality of equipment & specifications & advises several personnel in units within department regarding vendor or purchasing possibilities & procedures;

-PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	32-42	Evaluates vendor compliance with respect to quality & delivery requirements of materials, merchandise & services being provided which may include visiting state agencies & institutions or determines best methods for handling problems concerning warehouse receiving reports & plans & conducts studies to ensure delivery & record accountability for spiritous liquors, reviews open purchase order files & receiving reports &/or bills of lading & inspects merchandise & equipment as to contractual specifications when necessary.	Knowledge of (1) public relations, (2) purchasing/procurement (e.g., principals of purchasing, advanced purchasing, purchasing negotiation, value analysis, materials handling, inventory & production control, purchasing problems) & applicable state regulations & procedure governing purchasing; ability to (3) define problems, collect data, establish facts & draw valid conclusions, (4) calculate fractions, percentages & decimals (5) gather, collate & classify information according to established method.
2	22-32	Provides instructions to supervisory personnel on receiving methods, stock control, storage procedures of state assets & purchasing procedures.	Knowledge of 1, 2; ability to 3, 4, 5, (6) handle sensitive telephone & face-to face inquiries & contacts with public & government officials, (7) give verbal in structions associated with purchasing procedures.
3	18-28	Processes purchase complaints reports; checks term contracts; makes telephone contacts & initiates correspondence to resolve complaints; submits samples of purchased items for laboratory tests & evaluation of merchandise procured by state purchasing.	Knowledge of 1, 2; ability to 3, 4, 5, 6 (8) write routine business correspondenc & reports following standard procedures.
4	8-18	Prepares written reports of observations, corrective action taken & recommendations made; reviews trip reports & compiles data into concise activity report.	Knowledge of 2; ability to 3, 5, 8.

(754)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 6 courses in purchasing/procurement (e.g., principals of purchasing, advanced purchasing, purchasing negotiations, value analysis, materials handling, inventory & production control, purchasing problems); (or 6 mos. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.

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