NEW 02 AUG [illegible]

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Purchasing Agent 1	CODE: 64521C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from purchasing administrator, purchases supplies & related itmes required for operation of division or department, processes requisitions & purchase orders, prepares bid specifications, & contacts suppliers & potential vendors; may act as lead worker (i.e., provide work direction & training) over personnel engaged in purchasing activities (e.g., purchasing assistants, account clerks); -PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	55-75	Purchases supplies & related items required for operation of division or department, processes submitted requisitions & purchase orders, coordinates & reviews preliminary research & formulation of term contracts & makes recommendations to supervisor.	Knowledge of (1) purchasing/procurement, (2) agency purchasing procedures & policies & state procurement regulations*; ability to (3) apply principles of purchasing to solve practical, everyday problems, (4) calculate fractions, decimals & percentages, (5) understand technical manuals & verbal instructions associated with purchasing procedures, (6) gather, collate & classify information concerning term contracts, (7) establish friendly atmosphere as supervisor.
2	15-25	Prepares invitations to bid from specifications (e.g., quantity, grade or quality, delivery) of various items not covered under term contracts & forwards to purchasing division for open bidding; presides at bid openings for reading of bids to general public, as assigned.	Knowledge of 2*, (8) public relations; ability to 3, 4, 5.
3	10-20	Contacts suppliers & potential vendors, answers telephone inquiries & expedites delivery of purchase orders, reviews policies & procedures & recommends revisions when necessary, prepares reports (e.g., monthly progress & status, inventory) & maintains catalogue, vendor, contract & commodity files.	Knowledge of 2*, 8; ability to 3, 4, 5, (9) answer routine telephone inquiries from public.

(755) 123:1-2-17

*Developed after employment

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., Introduction to Industrial Purchasing, Intermediate Purchasing, Purchasing Management, Production & Inventory Control, Procurement & Materials Management, Concepts of Purchasing or similar courses offering basic elements used in purchasing/procurement; business mathmetics, inventory control, records, budgets, buyer training, vendor/buyer relationships) (or 6 mos. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.