OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Purchasing Administrator 1	64527C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under administrative supervision from purchasing administrator 2 or other administrative supervisor, in central office location of large agency (i.e., agency having decentralized operations such as districts &/or parks & distribution of supplies, equipment & materials to subsidiary locations in various parts of state), supervises purchasing agents & other subordinate personnel in procurement activities, or in State Purchasing, acts as senior buyer for specific categories of commodities (e.g., drugs, clothing & shoes) & supervises purchasing agents, directs & reviews term contracts for accuracy & compliance with purchasing procedures, regulations & state statutes & maintains liaison with commercial sources & government agencies;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	29-39	In central office location of large agency (i.e., agency having decentralized operations such as districts &/or parks & distribution of supplies, equipment & materials to subsidiary locations in various parts of state) & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign reward or discipline other public employees (i.e., purchasing agent & support personnel in procurement activities); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment; OR in State Purchasing, acts as senior buyer for specific categories of commodities (e.g., drugs, clothing & shoes) & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., purchasing agents); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, participates in training of new personnel, executes & prepares formal bid procedures in accordance with state statutes & provides information to various agencies, schools, institutions &/or universities.	Knowledge of (1) purchasing/procurement, (2) agency purchasing policies & procedures & state procurement regulations, (3) supervision, (4) employee training & development, (5) manpower planning, (6) interviewing, (7) administration/management; ability to (8) understand practical fields of study (i.e., purchasing, public administration or business administration, (9) calculate fractions, decimals & percentages, (10) understand technical manuals & verbal instructions associated with purchasing procedures, (11) establish friendly atmosphere as supervisor.
2	17-27	Develops term contracts, work plans & objectives & anticipates work loads; reviews all contracts for clarity, accuracy & compliance with required purchasing laws & directives; supervises	Knowledge of 1, 2, 3, 5; ability to 9, 10, 11. *Developed after employment

(759)
123: 1-7-17

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

6 courses in purchasing/procurement that would include at least one course in procurement budgeting, 1 course in inventory control & 1 course in business mathematics with remaining courses covering following areas: purchasing management, sources of supply & procurement controls, vendor/buyer relationship, materials handling, make-or-buy decisions, buyer training, purchasing & applications to accounting, finance & marketing, value analysis, purchasing negotiations techniques (or 6 mos. exp.); 600 hrs. training in supervision (or 6 mos. exp.); 300 hrs. training in agency purchasing procedures & policies &

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CLASS TITLE: Purchasing Administrator 1

CODE: 64527C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		evaluation of bids & makes awards in respect to lowest & best bid meeting required specifications.	
3	17-27	Reviews & edits requisitions from other agencies or agency personnel to insure correct & complete specifications for materials desired; assists other departments, agencies, institutions or subdivisions of assigned agency in development of specifications best suited for requirements.	Knowledge of 1, 3, 7; ability to 8, 9, 10.
4	12-32	Maintains liaison with commercial sources & government agencies for exchange of information on current developments in market trends (e.g., new sources of supply, new product lines); conducts interviews with corporate representatives & sales apprising them of legal requirements in state procurement activities & instructs in approved methods of bid presentation.	Knowledge of 1, 2, (12) public relations; ability to 10, (13) develop good rapport with purchasing personnel, sales agents & corporate representatives.

(759)

123:1-2-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

state procurement regulations (or 3 mos. exp.); 300 hrs. training in employee training & development (or 3 mos. exp.); 300 hrs. training in manpower planning (or 3 mos. exp.); 3 courses in public administration or business administration: management sciences (or 3 mos. exp.); 1 course in interviewing (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.