NEW AUG 0 4 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Purchasing Administrator 2	CODE: 64528 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative supervision from state purchasing administrator, directly supervises lower-level purchasing employees assigned & manages activities of one section of State Purchasing, serves as assistant to state purchasing administrator & in his/her absence assumes full responsibility for division operation;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	35-45	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., purchasing & administrative support personnel who effect procurement of supplies, materials & equipment); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment, manages activities of one section of State Purchasing & monitors file of registered vendors in accordance with established department policy.	Knowledge of (1) purchasing/procurement, (2) agency purchasing policies & procedures & state procurement regulations, (3) supervision, (4) employee training & development, (5) manpower planning, (6) administration/management; ability to (7) understand practical fields of study (i.e., purchasing, public administration or business administration), (8) understand technical manuals & verbal instructions associated with purchasing procedures, (9) establish friendly atmosphere as supervisor.
2	25-35	Oversees, directs & develops procedures for annual spending on commodities & material; serves as assistant to state purchasing administrator & in his absence assumes full responsibility for operation of division.	Knowledge of 1, 3; ability to 7, 8, 9.

(760) 123:1-7-17

*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in purchasing/procurement that would include at least 1 course in procurement budgeting, 1 course in inventory control & 1 course in business mathematics with remaining courses covering the 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 negotiation techniques (or 6 mos. exp.); 6 courses in supervision (or 6 mos. exp.); 600 hrs. training in agency purchasing

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	15-25	Advises & counsels departments, agencies & institutions reviewing requirements in relation to specifications; coordinates with quality control section to ensure purchases fulfill state requirements regarding specifications, costs & delivery arrangements.	Knowledge of 2, 6, (10) public relations; ability to 7, 8.
4	5-15	Maintains rotary account assessment to all departments, agencies & institutions for procurement services rendered; directs data system programs controlling term contracts & dollar value.	Knowledge of 1, (11) budgeting; ability to 8, (12) gather, collate & classify information concerning purchasing programs.

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*Developed after employment

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
procedures & policies & state procurement regulations (or 6 mos. exp.); 600 hrs. training in employee training & development (or 6 mos. exp.); 600 hrs. training in manpower planning (or 6 mos. exp.); 6 courses in public administration or business administration: management sciences (or 6 mos. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.