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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 10214**

**PURCHASING AGENT SUPERVISOR**

**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 Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



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## Summary of Essential Duties

The primary purpose of the Purchasing Agent Supervisor position is to provide direct supervision to Purchasing Assistants and Purchasing Agents. This duty involves assigning duties to subordinates as well as conducting performance appraisals. In addition, the Purchasing Agent Supervisor is responsible for purchasing supplies and major equipment for the agency, as well as overseeing the purchasing activities of Purchasing Assistants and Purchasing Agents.

### Duties

Frequency: 30% +/-8%

- I. Provides direct supervision to Purchasing Assistants and Purchasing Agents.
  - A. Determines need for new staff members.
  - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
  - C. Disciplines subordinates, when necessary.
  - D. Reviews, approves or denies employees requests for leave.
  - E. Reconciles worker time cards with worker attendance sheets to ensure that the number of hours matches for each day of the pay period.
  - F. Completes performance evaluations of subordinates' work.
  - G. Meets with subordinates regarding any grievances.
  - H. Trains new and current employees.
  - I. Assigns and reviews work of subordinates.

Frequency: 60% +/- 20%

- II. Purchases supplies and major equipment (e.g., copiers) for the agency, and oversees the purchasing activities of Purchasing Assistants and Purchasing Agents.
  - A. Maintains inventory of supplies and materials.
  - B. Orders and distributes supplies and equipment for the agency.

Frequency: 10% +/-5%

- III. Performs clerical and other duties when necessary.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
PURCHASING AGENT SUPERVISOR 2**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Purchasing practices, policies and procedures; Administrative practices; Performance evaluations; Interviewing principles; Purchasing Assistant and Agent duties; Training practices; Supervisory practices; Personnel practices; Management issues (e.g., problem solving for subordinates); Americans with Disabilities Act; Civil Rights Act.	Oral communication; Organization; Advisory; Interviewing.	Resolve employee problems; Supervise; Complete performance evaluations; Discipline others; Work with others; Maintain accurate records; Train others; Assign work; Monitor the work of others; Recognize errors in the work of others; Complete forms; Explain assignments, procedures or situations to others; Interview others.
<b>II</b>	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 principles (e.g., contracts); Bids, vouchers, requisitions and invoices; Procurement practices; Intermediate mathematics; Basic accounting/bookkeeping.	Computer operations; Organization; 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; Assess inventory needs; Make vendor recommendations; Develop procurement policies; Enter information into computer system (e.g., PET); Monitor inventory of supplies and materials; Perform intermediate mathematics.
<b>III</b>	Clerical and administrative practices and procedures; Fiscal policies and procedures; Fiscal reports; Keyboard data entry/typing principles; Expense/travel reimbursements; Payroll functions.	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.



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### **Minimum Qualifications**

- Two years experience as a Purchasing Agent, 10212.
  
- Or completion of two years technical training in business or accounting or like field of study. Also requires two years experience in a position similar to a Purchasing Agent, 10212.
  
- 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. Also requires two years experience in a position similar to a Purchasing Agent, 10212

**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.