

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b>CLASSIFICATION SERIES:</b> Purchasing	<b>SERIES NO :</b> 6452T
	<b>MAJOR AGENCIES:</b> Treasurer of State Only	<b>EFFECTIVE DATE:</b> 1-23-94
<b>SERIES PURPOSE:</b> The purpose of the purchasing occupation is to purchase supplies, materials, equipment &/or services required for operation of assigned state agency.		

**CLASS TITLE:**  
Purchasing Agent

**CLASS NUMBER:**  
64522T

**EFFECTIVE DATE:**  
1-23-94

**CLASS CONCEPT:**  
The full performance level class works under general direction & requires thorough knowledge of purchasing/procurement, applicable state regulations & procedures governing purchasing & public relations in order to procure all necessary supplies, materials & equipment for operation of assigned division, institution, mental health facility, psychiatric center or district office, process requisitions & purchase orders, prepare bid specifications & maintain contacts with vendors.

<b>CLASS TITLE:</b> Purchasing Agent	<b>CLASS NUMBER:</b> 64652T	<b>BARGAINING UNIT:</b> EX
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**JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).**

Procures all necessary supplies, materials & equipment required for operation of assigned division, processes submitted requisitions & purchase orders, contacts vendors, compares price quotes & computer percentage discounts, writes specifications (e.g., quantity, grade or quality, delivery), assures accuracy & correctness of purchase orders, printing orders, requisition & encumbrance & ensures compliance with all established procedures (e.g., Section 3517.13(I)(J) of Revised Code, Buy Ohio, minority vendor).

Enters purchase order data into Central Accounting System (i.e., CAS) for acceptance by state accounting & approval by state purchasing.

Prepares reports (e.g., monthly progress; preventative maintenance; inventory); answers telephone inquiries; expedites delivery of purchase orders; reviews policies & procedures of procurement section & recommends revisions; maintains office filing system for catalogs, contracts & orders.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of fractions, decimals & percentages; purchasing/procurement; agency purchasing procedures & policies & state procurement regulations\*; public relations. Skill in operation of computer (i.e., CAS)\*. Ability to apply principles of purchasing to solve practical, everyday problems; understand technical manuals & verbal instructions associated with purchasing procedures; gather, collate & classify information concerning term contracts; answer routine telephone inquiries from public.

(\*)Developed after employment

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. trg. or 24 mos. exp. in purchasing/procurement (i.e., evaluating bid responses, review of contractual language, awarding of contracts); 3 mos. trg. or 3 mos. exp. in public relations.

-Or 12 mos. exp. as Purchasing Specialist, 64521.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:** Not applicable.

**UNUSUAL WORKING CONDITIONS:** Not applicable.