

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: County Commissioners
Name:
Class Title: Purchasing Agent Assistant

Unit: Fiscal Support
Position Title:
Class Number: 15120

Dept./Div.: Facility Management
Reports To: Facility Management Director
Pay: Resolution

Civil Service Status: Classified
Employment Status: Full-time
FLSA Status: Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education preferred. Inventory control and purchasing experience required, public sector purchasing experience preferred. Computer knowledge necessary. Good organizational and communication skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with an acceptable driving record, must have or be able to obtain forklift operator certification.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Light / medium truck, fork lift.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

CONDITIONS: For purposes of ORC 4167.

Periodic - Exposure to severe weather; exposure to construction hazards; exposure to heavy equipment; exposure to extreme heat or fire; exposure to life threatening situations; exposure to blood, bodily fluids and tissue; exposure to fumes; attends functions or performs duties outside normal working hours.

Frequent - Exposure to traffic; exposure to loud noise; exposure to irritating chemicals; exposure to hazardous chemicals; exposure to dust; exposure to electrical hazards; exposure to hazardous driving conditions.

Constant - Travels to and gains access to work site; required to be on call; works various shifts when necessary.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

Agency: County Commissioners

Unit: Fiscal Support

SANDUSKY COUNTY

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POSITION DESCRIPTION

Name:
Class Title: Purchasing Agent /Maintenance Worker
Supervisor's Title: Facility Management Director

Position Title:
Class Number: 15120
Number:

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

55% (1) Directs most functions related to the purchase of supplies and services for Sandusky County. Conducts product/market research, secures quotations, initiates purchase order requisitions coordinating the order, receipt and payment for routine or emergency goods and services where competitive solicitations are not required, checks for State term pricing and other cost reductions available. Researches and purchases maintenance parts, tools and supplies for inventory or repair, keeps frequently used parts stocked, establish barcode/inventory control. Responsible to unload trucks, confirm orders, and stock items or contact individual(s) needing items. Serves as a liaison between vendors, contractors and the County with regard to products, quality and variety of materials, supplies, equipment and price trends. Assists departments with furniture/work station needs by doing site visits, measuring, obtaining pricing and making delivery arrangements. Assist with purchases during remodeling projects. Maintains purchasing and vendor information on computer system, keeps files and records for documentation purposes and updates as needed, assist with annual budget, ensures W-9 is on file for each vendor as required.

(1) **Knowledge of:** (a)*; (b); (c); (d); (f); (g); (h)*.
Skill in: (i), (j); (k).
Ability to: (l); (m); (n); (o); (p); (q); (r); (s).

15% (2) Prepares purchase specifications and conditions to elicit competitive pricing from a variety of vendors, (e.g. automotive dealers, fuel suppliers, etc.); reviews and evaluates vendors/dealers' proposals to determine compliance with stated specifications and conditions; negotiates and recommends purchase contract awards for vendor meeting rates and conditions. Writes purchase orders as to appropriate selection, sourcing and pricing, pays bills, scans invoices. Informs Vendors and County personnel regarding purchase activities, including, but not limited to, procurement policies and procedures, product availability, order/receipt discrepancies, etc.; investigates between invoice and purchase prices, contacting vendors as necessary. Orders, stocks and delivers office supplies to various County departments. Assist FM Director with researching and preparing project bid specifications for repairs or new work.

(2) **Knowledge of:** (a)*; (b); (c); (d); (f); (g); (h)*.
Skill in: (i); (j); (k).
Ability to: (l); (m); (n); (o); (p); (q); (r); (s).

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Class Title: Purchasing Agent/Maintenance Worker **Class Number:** 15120

15% (3) Maintains asset and inventory list for Facility Management, provides asset/inventory reports as required. Maintains inventory of routinely used parts/supplies, responsible for inventory and asset control.

(3) **Knowledge of:** (a)*; (c); (f)(g); (h)*.

Skill in: (j).

Ability to: (m); (p); (q); (r).

10% (4) Responsible for collecting and notifying other departments of excess surplus, putting items for sale on online auction site, answering buyer questions and completing sale transactions.

(4) **Knowledge of:** (a)*; (c); (f)(g); (h)*.

Skill in: (j).

Ability to: (m); (p); (q); (r).

OTHER DUTIES AND RESPONSIBILITIES:

5% (5) Performs minor maintenance duties, Cleans supply and parts areas, assist other maintenance staff as requested. Performs safety checks.

(5) **Knowledge of:** (a)*; (b); (c); (d); (e).

Skill in: (j).

Ability to: (l); (n)*;(o); (p); (q).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) department policies and procedures*; (c) safety practices and procedures; (d) proper lifting techniques; (e) grounds maintenance and repair; (f) inventory; (g) records management; (h) procurement and purchasing policies*.

Skill in: (i) basic electricity, plumbing, heating and air conditioning; (j) computer operations, programs and data entry; (k) vehicle operation.

Ability to: (l) interpret a variety of instructions in written, oral, picture, or schedule form; (m) add, subtract, multiply and divide whole numbers; (n) understand manuals and verbal instructions technical in nature; (o) develop effective working relationships; (p) communicate effectively; (q) regularly and predictably work scheduled shift; (r) analyze, compile and prepare statistical information, (s) monitor expenditures and prepare financial reports.