### Class Concept
Advanced level in purchasing support under direction of Senior Buyer requiring considerable knowledge of administrative and purchasing procedures in order to prepare bid specifications, monitor need, usage and expiration of price agreements, and ability to interact with end users. Performs material and substantial duties of classification more than 50% of the time.

<table>
<thead>
<tr>
<th>RANK</th>
<th>JOB DUTIES</th>
<th>MAJOR WORKER CHARACTERISTICS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Monitor Price Agreements: After bids are awarded, monitor need and usage of price agreements. Monitor supplier performance. Track expiration of price agreements. Work with suppliers in renewing expiring agreements, Coordinate with using departments in the preparation of new specifications for expiring contracts.</td>
<td>Knowledge of 1 (budgeting); 2 (bookkeeping), 3 (purchasing/procurement inventory control), 10 (safety practices), 11a (public relations), 13 (office practices and procedures), 14 (government structure and process), 15 (counseling), 16 (interviewing), 17 (County purchasing policies and procedures, state procurement regulations); Ability to 30i (deal with variety of variables and determine specific actions), 31d (complete routine forms), 32i (write routine business letters reflecting standard procedures), 32j (maintain accurate records), 32n (understand technical manuals and verbal instructions associated with purchasing procedures), 32o (prepare meaningful, concise and accurate reports), 34c (cooperate with coworkers on group projects), 34d (answer routine telephone inquiries from public), 34h (develop good rapport with purchasing personnel, sales agents and corporate representatives), 34i (resolve complaints from angry citizens and government officials); Skill in 29 (equipment operation-personal computer).</td>
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<td>3</td>
<td>Prepare Information Quotations: Coordinate with using departments in the preparation of accurate, clear and complete specifications. Solicit various vendors for price quotations. Prepare tabulations showing lowest and best proposal. Process all necessary documents through the financial system. (Performs Related Duties As Required)</td>
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**Minimum Class Requirements:**
Equivalent to high school diploma with 12 courses in office automation and 4 yrs. Experience in purchasing /procurement.-OR completion of associate degree course work in accounting, business administration, purchasing/procurement with 2 yrs. (Other Evidences May Be Substituted)

**Training & Development:**
Must obtain Certified Public Purchasing Buyer (CPPB) certification within 2 years.
## Class Concept:

**RANK** | **JOB DUTIES** | **MAJOR WORKER CHARACTERISTICS**
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4 | Prepare Electronic Catalogs: Develops price agreements and electronic catalogs for placement on electronic procurement system. Helps coordinate the use of the electronic procurement system with all County departments, office and agencies. Coordination With Using Departments: Assists departments in the selection of items. Researches and locates unusual or hard to find items. Travels to various County facilities to coordinate with departments and to conduct training. (Performs Related Duties As Required) | (*Developed After Employment)*

### Unusual Working Conditions:

Experience in purchasing and/or procurement.-OR alternative equivalent evidence of Minimum Class Requirements. Must have a valid State of Ohio Driver’s License. (Other Evidences May Be Substituted)