

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Bidding Coordinator	<b><u>CLASS NUMBER:</u></b> 50204.1	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Purchasing Department	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A13	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Purchasing Supervisor (020003)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Bidding Coordinator classification is to facilitate county procurement activities, including, but not limited to, the preparation of Invitation to Bid (ITB), Request for Proposal (RFP), Request for Qualifications (RFQ), and Request for Information (RFI) documents using knowledge of industry trends, state and county regulations, and county policies and procedures.

**JOB DUTIES:**

Collaborate with county agencies to prepare ITBs, RFPs, RFQs, and RFIs, and lead stakeholders in developing procurement timelines and activities. Review specifications, functional and non-functional requirements, questionnaires, and evaluation criteria. Guide the development of scope, requirements, and evaluation documents to ensure alignment. Conduct pre-bid and pre-proposal conferences. Respond to vendor and stakeholder inquiries and manage the drafting and posting of addenda and clarifications. Address questions and concerns. Identify project stakeholders and serve as project liaison for competitive procurements between county agency representatives, the public, and interested vendors. Conduct bid and proposal openings by logging bids, creating bid tabulation sheets, and performing an initial analysis of responsiveness and deficiencies. Create bid numbers develop and maintain bidders, lists and prepare and manage physical and electronic files. Support the fulfillment of public records requests. Collaborate and maintain contact with agency representatives, providing bid opening results and recommendations, and supporting the creation of resolution and summary documents. Draft and redline documents. Serve as point of contact on projects. Schedule and attend virtual and in-person meetings. May support vendor outreach and supplier diversity initiatives. Participate in workshops, webinars, training, and other professional development opportunities as identified with supervisor. Serve as county subject matter expert in competitive procurement activities. Provide ongoing best-practice updates to bidding processes, methodologies, tools, templates, and resources. Participate in procurement training and development sessions provided to agency partners and the vendor community. Manage project planning with agency partners. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Understanding of public procurement principles; Excellent attention to detail; Ability to manage a project through its lifecycle; Experience with public relations and responsive customer service; Professional communication with stakeholders; Ability to understand and follow office practices and agency policy and procedures; Proficient reading comprehension; Ability to identify and solve a problem and apply critical thinking skills; Proficient in Microsoft Office products and standard office equipment operations; Ability to draft and redline large documents and complete routine forms; Maintain accurate records; Arrange items in numerical or alphabetical order; Schedule, lead, and present at meetings with the public, vendors, and/or stakeholders both in-person and in a virtual setting; Work independently and collaboratively; Respond to telephone and email inquiries; Handle sensitive inquiries from, and contacts with, officials and general public

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Associate's degree in business administration, paralegal, supply chain management, or related field and three (3) years of experience in purchasing-related activities; or any equivalent combination of training and experience.

**Additional Requirements**

Certified Professional Public Buyer (CPPB) certification desired.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date