

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

<u>CLASSIFICATION TITLE:</u> Cooperative Procurement Specialist	<u>CLASS NUMBER:</u> 50204.2	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A13	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Purchasing Supervisor (020003)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Cooperative Procurement Specialist classification is to manage countywide cooperative contracts and national cooperative membership and sourcing options, and to support 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 procedure

JOB DUTIES:

Identify, facilitate, and maintain county membership in national and local purchasing cooperatives. Provide education and sourcing support to agency partners related to national cooperative contracts. Act as liaison with national and local cooperative contacts. Review cooperative engagements to analyze county spend, agency trends, and current cooperative offerings. Collaborate with Purchasing team and county stakeholders to let countywide ITBs, RFPs, RFQs, and RFIs. Support the development of procurement timelines and activities. Review specifications, functional and non-functional requirements, questionnaires, and evaluation criteria. Support the development of scope, requirements, and evaluation documents to ensure alignment. Support pre-bid and pre-proposal conferences. Assist in responding to vendor and stakeholder inquiries. Address questions and concerns. Serve as a project liaison for cooperative contracts and competitive procurements. Support bid and proposal openings and assist with an initial analysis of responsiveness and deficiencies. Perform contract administration duties for countywide cooperative contracts, including but not limited to, management and auditing of contract requirements and performance. Prepare and manage physical and electronic files. Collaborate and maintain contact with agency representatives, providing bid opening results and recommendations, and supporting the creation of resolution and summary documents. 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 cooperative procurement options, processes, and requirements. Provide ongoing best-practice updates to cooperative purchasing strategies, 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

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date: _____

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