



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Purchasing Occupation

BARGAINING UNIT:

ACE

Purchasing Coordinator

SERIES PURPOSE: The purpose of the Purchasing occupation is to purchase supplies, materials, equipment, and/or services required for operations and/or to provide technical and administrative assistance as needed.

CLASS CONCEPT: The class works under general supervision and requires thorough knowledge of purchasing/procurement, applicable regulations, and procedures governing purchasing and public relations in order to procure all necessary supplies, materials, and equipment for operations, process requisitions and purchase orders, prepare bid specifications, and maintain contacts with vendors.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Procures all necessary supplies, materials, and equipment required for University operations; processes submitted requisitions and purchase orders, contacts vendors, compares price quotes and computer percentage discounts, writes specifications, assures accuracy and completeness of purchase orders, printing orders, requisition, and encumbrance; ensures compliance with all established procedures.

Enters purchase order data for acceptance and approval.

Prepares reports as needed and/or assigned; answers inquiries; expedites delivery of purchase orders; reviews departmental policies and procedures and recommends revisions; maintains office filing system for catalogs, contracts, and orders.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: basic mathematic principles; standard purchasing/procurement operations; purchasing procedures, policies, and procurement regulations*; public relations.

Skill in: verbal and written communication; operation of computer, programs, and/or applications*.

Ability to: apply principles of purchasing to solve practical, everyday problems; understand technical manuals and verbal instructions associated with purchasing procedures; gather, collate, and classify information concerning term contracts; answer routine inquiries.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: High School Diploma or GED; two years of experience in purchasing/procurement to include evaluating bid responses, review of contractual language, and/or awarding of contracts; demonstrated experience in public relations.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: Not applicable