



## Franklin County Children Services

### *POSITION DESCRIPTION*

#### **About us:**

Franklin County Children Services (FCCS) is a large, metropolitan child welfare agency with more than 300 caseworkers and 400 support staff members dedicated to child protection and family stability. FCCS believes in investing our time and resources to attract and hire an engaged, talented, and diverse workforce that is committed to protecting children by strengthening families.

#### **Benefits of working for us:**

Hiring Bonus up to \$1,500; *Low Premium* Medical, Dental, & Vision; OPERS (Ohio Public employment Retirement System); Life Insurance Coverage *at no cost* (up to 50,000); Tuition Reimbursement; EAP Program; *Additional Raises* over the next three years (based on continuous service); Generous personal, vacation, & sick time.

**Job Title: Procurement Specialist**

**Location: 855 West Mound St., Columbus Oh, 43223**

**Job Type: Full- Time**

**Starting Salary: \$23.42**

#### **Key Responsibilities:**

- 75%** Prepares RFP and ITB solicitation documents and manages the RFP/ITB process, including compliance with statutes, rules and regulations related to procurement; prepares correspondence related to RFP/ITB's questions, amendments, and contract award; participates in negotiating contract terms and contract amendments with providers and FCCS staff; prepares contract and related documents for signature; monitors contracts for compliance with terms and conditions.
- 20%** Assists in development and maintenance of records control systems for RFP and ITB solicitations, contracts, reports and supporting documentation; prepares contract documents and Board Actions; prepares vendor correspondence. Assists with and/or prepares schedules related to contract expirations/ renewals, prepares

and maintains procurement schedules; prepares and maintains Board Action schedules related to contracts.

**5%** Performs other related duties as assigned.

### **Training Expectations:**

In addition to the required FCCS training mandates, the selected employee will be required to complete additional courses offered through NIGP: The Institute for Public Procurement or equivalent training authority. If the selected employee does not currently hold a certification through the Universal Public Procurement Certification Council (UPPCC) or other approved certifying body, they will be required to obtain the Certified Professional Public Buyer (CPPB) certification based on eligibility requirements through UPPCC.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

May include handling cases from Intake, if needed and if determined by HR to be qualified to do so.

### **Qualifications:**

#### **Minimum Qualifications:**

Candidate must have knowledge of government procurement and contracting procedures. Must have good communication (verbal and written) skills. Attention to detail, strong critical thinking, work independently and in a team setting, and the ability to effectively multi-task is important. Certification in public procurement is preferred. Ability to calculate fractions, decimals & percentages and to read & write common vocabulary plus 3 courses in accounting covering budget methods and procedures (or 3mos. exp.); 1 course in written communication (or 1 mo. exp.); 100 hrs. training in oral communication (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.) or equivalent.

#### **Preferred Qualifications:**

Master's or bachelor's degree in business or public Administration and minimum two years exp. in government procurement including contract administration; knowledge of procurement statutes, rules and regulations; ability to clearly communicate verbally and in written form; advanced skills in Microsoft Office Word and Excel.

### **AMERICAN WITH DISABILITIES SPECIFICATIONS**

**Physical Requirements:** Ability to operate standard office equipment in the performance of job functions (e.g., telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

- Prolonged periods of sitting at a desk and working on computer.

- Ability to occasionally lift and move objects weighing 10 – 15 bs.
- Occasional pushing, pulling, kneeling, reaching, and standing.

**Work Environment:** Typical office environment

**How to Apply:**

Please send applications and resumes to [fccshr@fccs.us](mailto:fccshr@fccs.us) for consideration.

For information on FCCS, including employee benefits and our company culture, visit our website at <https://externalfccsapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

*All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*