



**FRANKLIN COUNTY PURCHASING  
DEPARTMENT  
373 S. High Street, 25<sup>th</sup> Floor  
Columbus, OH 43215**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Small and Emerging Business Coordinator      **PCN:** 021005  
**DEPARTMENT:** Purchasing      **P. R.:** N14  
**REPORTS TO:** Purchasing Supervisor

**RESPONSIBILITIES:** Responsible for furthering the collaboration between Small and Emerging Business Enterprises (SEB) with Franklin County Board of Commissioner Agencies. This includes identifying and contacting SEBs to provide goods and services for Franklin County. Assist by reviewing request for quotation, intention to bid, and request for purchase to match with SEBs. Analyze commodities purchased by Franklin County under competitive bidding threshold to find SEB matches. Review bids, attend pre-bid conferences, and meet with potential suppliers or contractors. Coordinate and conduct training sessions on County purchasing policies for SEBs. Compile quarterly and annual reports of the contract awards, bids, and quotes for SEBs. Organize Trade Fairs and conduct workshops to gain exposure for the SEBs.

**MINIMUM QUALIFICATIONS:** Associates degree in business administration or related field with three (3) years of purchasing, operations or related experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$23.01/hour, plus a comprehensive benefit package.  
180 Day Probationary Period

**DATE POSTED:** Friday, June 24, 2016

**DEADLINE TO APPLY:** Thursday, June 30, 2016

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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