



Protecting Children by  
Strengthening Families

**Job Title:** Procurement Specialist

**Location:** 855 W. Mound

**Job Type:** Full-Time

**Minimum Starting Salary:** \$23.42/hr.

### **Company Description**

Franklin County Children Services is a public agency mandated by federal and state laws to protect children from abuse and neglect. The agency works in partnership with over 100 agencies and organizations, as well as caregivers, adoptive families, and volunteers to ensure that every child has a safe and stable home. Franklin County Children Services is dedicated to making a positive impact on the lives of children and families in the Central Ohio community.

### **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.

### **Role Description**

This is a full-time on-site role for a Procurement Specialist at Franklin County Children Services. The Procurement Specialist will be responsible for day-to-day procurement tasks, including creating and managing purchase orders, evaluating suppliers, and negotiating contracts. The role requires strong analytical skills and expertise in procurement processes.

### **Key Responsibilities**

- 75%** Prepares and manages RFP and ITB solicitation documents process; participates in negotiating, preparing, and monitoring contract terms and contract amendments with providers and FCCS staff.
- 20%** Assists in development and maintenance of records control systems for RFP and ITB solicitations, contracts, reports and supporting documentation.
- 5%** Performs other related duties as assigned

### **Qualifications**

- Purchase Orders and Procurement expertise
- Supplier Evaluation and Contract Negotiation skills
- Strong analytical skills

- Experience in government procurement; certification in public procurement, preferred
- Excellent attention to detail and organizational skills
- Effective communication and negotiation abilities
- General Accounting experience (budget methods and procedures and calculation of fractions, decimals, and percentages)
- Experience in the child welfare or social services industry is a plus
- Bachelor's or master's degree in business or public Administration or related field
- Advanced skills in Microsoft Office Word and Excel

### **Certification or Licensure**

- Valid Ohio Driver's License
- Automobile insurance coverage compliant with Franklin County Children Services policy.
- *Travel can occasionally include out of state travel which may require airline travel.*

### **American with Disabilities Specifications**

**Work Environment** - Office environment

#### **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 25 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.

### **How to Apply**

- Please send applications and resumes to [fccshr@fcs.us](mailto:fccshr@fcs.us).

***For information on FCCS, including employee benefits and our company culture, visit our website at***

***<https://externalfcsapps.fcs.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.*