

GENERAL DESCRIPTION:

This is a very responsible position in the Purchasing Department, involving the purchase of a wide variety of supplies, services and equipment for all Town departments and divisions, within limits of authority and in conformance with established rules and policies of the department and Town Ordinances. This position also provides skilled clerical support for the Purchasing Agent.

Requires considerable ability to use initiative, to make decisions based on a thorough knowledge of the purchasing operation, and to deal effectively and with authority with Town supervisors, employees and vendors on behalf of the Town.

SUPERVISION REQUIRED:

Works under general supervision of the Purchasing Agent. Work is reviewed periodically.

EXAMPLES OF DUTIES:

- Works with all departments to obtain their daily requirements: reviews requisitions, quantities requested, descriptions or information supplied, and delivery needs. Deals with established sources from vendors list; develops new sources; searches for less expensive products. Evaluates vendor performance from personal knowledge and user department input for future purchases. Assists departments with obtaining quotes including commissions and committees.
- Obtains written and phone quotations in accordance with Town purchasing rules and ordinance requirements; analyzes results, prepares requisitions. Manages phone inquiries and assists walk-in traffic with information.
- Is responsible for maintaining department operations in absence of Purchasing Agent. Regularly functions as office manager for Purchasing Office and supervises any regular, part-time or temporary employees assigned there.
- Processes bids as assigned; processes formal requests for quotations, analyzes bid results, and recommends awards, as assigned.
- Officiates at bid openings in the absence of the Purchasing Agent, or as assigned. Works with Purchasing Agent in consolidating annual requirements of commonly used products and services.
- This person is responsible for maintaining good relationships with suppliers by means of courteous, impartial and objective dealings with all, and for maintaining effective communications between Purchasing and other departments. Enforces Town purchasing rules and regulations.
- Functions as key data input operator for the department's finance purchase order system, which encompasses all departmental records and files, requiring considerable familiarity with the equipment, computer system and network system of the Town. To include but not limited to the following:
 - Processes corporate invoices (i.e. Staples, WB Mason, Amazon, Great America, Home Depot, Lowes, Verizon, ATT, etc.).
 - Performs data entry functions for change orders, purchase orders, capital renovations, etc. in the Town's system for all departments including departments who do not have access to the Town's system, i.e. Probate, commissions and committees.

- Assists Accounts Payable in the process of tracking vendor expenditure in the Town's system where goods and services are not being bid, or where DAS/GSA contracts (or other approved coops) are not properly utilized.
- Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of accepted purchasing methods and procedures, purchasing law in general and public purchasing laws and regulations in particular (i.e. CT-DAS, CT-DOL and Federal requirements). Considerable experience in purchasing department operations.

Considerable ability to make management decisions and exercise judgement on a regular basis, based on a thorough knowledge of every phase of the purchasing operation, especially with respect to functions performed.

Considerable knowledge of or ability to determine Town needs, as well as types, grades and suppliers of items to be purchased, and to determine pricing practices and market trends. Considerable skill in dealing with vendors on behalf of the Town.

Considerable ability to establish and maintain effective working relationships with vendors, Town supervisors and employees in order to enhance the image of the Purchasing Department with those it deals with, and with the public.

Considerable ability to enter data and maintain complex procurement records on the department's computer system; to research and prepare reports, and to instruct or supervise other department employees in its use.

Considerable knowledge and proficiency in standard business software (Word, Excel, Adobe and Outlook) and have good Internet navigation skills, i.e. product research and ability to upload files to servers and websites.

Proficient writing, editing and analytical skills.

Experience in public bidding and quoting processes or private/government contracts.

Basic experience or familiarity with construction projects.

Ability to work with multiple departments and manage multiple projects at the same time.

QUALIFICATIONS:

Graduation from an accredited college with an associate's degree in business or public administration and three (3) years experience in public or private purchasing with specific responsibilities for buying and handling formal bids; OR graduation from high school, and a minimum of five (5) years experience in public or private purchasing, with specific responsibilities for buying and handling formal bids. MUNIS experience or other finance purchasing system software experience preferred. Certification in public or private purchasing is desirable.

SPECIAL REQUIREMENTS:

Professional development membership such as Public Purchasing Association of Connecticut or ISM is desirable.

SALARY RANGE:

\$64,788.65 - \$79,737.92 – DOE

Applications can be found on the Town's website, <http://www.stratfordct.gov/page/human-resources> and should be submitted along with a resume (if available), to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615 or via email humanresources@townofstratford.com. The Town of Stratford is an equal opportunity employer. Female and minority candidates are encouraged to apply.

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