

RECEIVED FOR FILING
DATE 3/25/2024 TIME 10:02 AM
TOWN CLERK'S OFFICE
EAST HAVEN, CONN
Deanna Capuano
ASST. TOWN CLERK

JOB POSTING

The Town of East Haven announces an opening in the position of Purchasing Agent in the Finance Department.

Salary: \$62,841 Annual salary
Hours: 35 hours per week
Union Position: Supervisor Union- Local 818-007 of Council 4 AFSCME, AFL-CIO

GENERAL DESCRIPTION:

This is very responsible administrative work involving performing and directing the purchasing functions of the municipality.

Work involves responsibility for developing and administering the town's purchasing programs in accordance with the town charter and town ordinances. As well as State and Federal laws, including grants, guidelines, and other applicable laws. Duties include developing and cataloging information regarding sources of products and services required by municipal departments, assisting department needs in developing product standards and specifications, preparing bud proposals and specifications, preparing advertising, interviewing vendor representatives, analyzing bids and recommending awards of contracts. This position also has the responsibility for making general technical purchasing decisions. The work requires that the employee have considerable knowledge, skill and ability in purchasing principles, procedures and practices.

SUPERVISION RECEIVED:

Works under the direction of the Finance Director and within town charter and ordinances.

EXAMPLES OF DUTIES:

Establishes and enforces procurement policy and procedures within the provisions of the town charter and ordinances.

Purchases goods and services, develops specifications, solicits bids, and prepares contracts for purchases. Inspects deliveries to determine conformance with specifications.

Negotiates prices and processes change orders as needed.

Advises the Finance Director on bid waiver matters.

Maintains contacts with various town officials, vendors, contractors, and representatives of other procurement activities in matters pertinent to the functions and operations of the department.

Administers the Office supply system for municipal offices.

Sells materials or equipment determined to be obsolete.

Utilized computer to monitor municipal department budget limits and advise departments when spending approaches budget limits.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of purchasing principles, procedures and practices, including requirements of public sector purchasing.

Thorough knowledge of the town charter and ordinances as they relate to purchasing. As well as State and Federal laws, including grants, guidelines, and other applicable laws.

Considerable knowledge of the procurement function.

Considerable ability to plan, organize, and direct the activities and operations of the purchasing functions.

Good ability to work independently, set goals, monitor progress and adjust resources to accomplish work objectives.

Ability to utilize personal computer.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in business administration or a related field preferably including or supplemented with special course work in purchasing/municipal bib processes and materials management plus five years of progressively responsible purchasing work, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Prior MUNIS experience is a positive.

PHYSICAL REQUIREMENTS:

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.

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

SPECIAL REQUIREMENTS:

Must have a valid class 3 Connecticut driver's license.

TO APPLY:

Please send a cover letter, resume with references to: Ed Sabatino, Assistant Director of Administration & Management, jobs@easthaven-ct.gov or 250 Main Street, East Haven, CT 06512. Applications will be accepted until position is filled.

