



# City of Meriden, Connecticut

*Department of Human Resources*

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## **Purchasing Officer - Finance Department - City of Meriden**

This is management work involving the procurement of materials, supplies, equipment and services for the City. Duties include preparation of specifications for materials, supplies or services, reviewing of bid proposals and the administration of the City's purchasing function and have considerable knowledge, skill and ability in all phases of municipal purchasing, reviewing contracts and RFP's for vendors and materials.

Qualifications: Bachelor's degree from a recognized college or university in economics or business administration plus 7 years of progressively responsible purchasing experience preferably in a municipality or an equivalent combination of education and qualifying experience substituting on a year for year basis. Designation as a Certified Purchasing Manager (CPM) within one year of appointment.

**Hiring Salary Range \$96,761.60 –\$105,851.20**

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail you resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Applications are also available in the Human Resources Department, City Hall, 142 East Main Street. Monday – Friday 8:00am – 5:00pm.

**Last date to apply:** Open until filled

**E.O.E.**

## **Purchasing Officer**

### **General Description:**

This is very responsible purchasing management work involving the procurement of materials, supplies, equipment and services for the City.

Work involves responsibility for acting, in accordance with the City Charter and established policies, controls, accepted practices and purchasing techniques, as Purchasing Officer for the City and procuring materials, supplies, equipment and services at the most favorable cost and terms consistent with standards of quality and delivery date requirements.

Duties include preparation of specifications for materials, supplies, or services reviewing of bid proposals, and the administration of the City's purchasing function. This position also has the responsibility for making general decisions involving the interpretation and application of established purchasing rules and regulations. This work requires that the employee have considerable knowledge, skill and ability in all phases of municipal purchasing.

### **Supervision Received:**

Works under the direction of the Director of Finance and within the City Charter and Codes.

### **Examples of Work:**

Prepares specifications for equipment, materials, supplies or services and consults with various departments concerning the determination of the quality of goods and services to be purchased.

Must be aware of and follow State, Federal and local purchasing regulations.

Awards, executes and distributes contracts.

Interviews vendor agents and representatives. Investigates and recommends regular and alternate sources of supply.

Reviews and approves purchase requisitions within established monetary limitations.

Contacts vendors to expedite delivery of purchases, to correct invoice errors and to negotiate credits and adjustments.

Decides which procurement process would result in the City's needs being met.

## **Purchasing Officer**

### **Examples of Duties:**

Meets with vendors about substandard performance and assures City receives goods and services as contracted.

Negotiates and processes the sale of surplus property.

Schedules, assigns, directs and evaluates employees in a small work group.

Keeps records pertaining to items purchased costs, delivery, performance and inventories.

Drafts the unit budget and controls and accounts for expenditures within fund allocations.

Performs related work as required.

### **Knowledge, Skills and Abilities:**

Considerable knowledge of purchasing principles and practices.

Considerable knowledge of the goods, services, materials and supplies used by various municipal departments.

Good knowledge of public administration principles and practices as applied to a specialized work unit.

Knowledge of automated purchasing and inventorying systems.

Considerable ability to communicate orally and in writing and to coordinate technical and specialized operational and administrative activities.

Considerable ability to establish and maintain effective working relationships with co-workers, vendors, and the general public.

Good ability to administer policies and procedures including scheduling, budgetary work, day-to-day problem solving and report writing.

Good knowledge of use of internet and ability to use Microsoft Office software (excel, word, etc.)

## **Purchasing Officer**

### **Qualifications:**

A bachelor's degree from a recognized college or university in economics or business administration plus seven (7) years of progressively responsible purchasing experience, preferably in a municipality or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

### **Special Requirements:**

Designation as a Certified Purchasing Manager (CPM) within one year of appointment.