



City of Meriden, Connecticut

Department of Human Resources

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Director of Human Resources

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VACANCY ANNOUNCEMENT **Purchasing Specialist – Purchasing Division**

This is a specialized Purchasing position requiring strict attention to detail in preparing complex bids and contracts. Work involves responsibility for preparing complex construction bid documents for the purchasing Department. Duties include typing of bids, ensuring that all Federal, State and local regulations have been followed and assists in the preparation of contracts for signature by the successful bidder and the City. This position requires strict attention to detail and ensure the accuracy of documents.

Qualifications: High school diploma or equivalent plus six years of progressively responsible clerical experience. Prior Purchasing or contract administration is a plus.

Hiring Salary Range \$22.71 to \$26.94

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to 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 Specialist

General Description:

This is a specialized Purchasing position requiring strict attention to detail in preparing complex bids and contracts.

Work involves responsibility for preparing complex construction bid documents for the purchasing Department. Duties include typing of bids, ensuring that all Federal, State and local regulations have been followed and assists in the preparation of contracts for signature by the successful bidder and the City. This position requires strict attention to detail and ensure the accuracy of documents.

Supervision Received:

Works under the direction of the Purchasing Officer.

Examples of Duties:

Composes routine and specialized correspondence and bid documents from copy, rough draft or own compiled information.

Maintains a log regarding vendor submittals including the handling of checks and bonds.

Checks bonds to ensure that they are acceptable.

Creates proposal pages to be included in bid documents.

Prepares contracts for contractors and the City to sign.

Knowledge of which type of contract to use. (ex. AIA, EJCDC).

Send for prevailing wage. Maintain certified payroll files.

Answers telephone and direct callers, take messages and answers procedural questions.

Screens, greets, directs and announces visitors.

Schedules meetings for the Purchasing Officer.

Process forms and documents within generally established procedures.

Checks for adherence to requirements and accepted administrative practice.

Prepares material for meetings and legal requirements.

Purchasing Specialist (continued)

Examples of Duties

Process change orders for construction projects. Review changes to ensure that they are acceptable and have appropriate signatures.

Composes routine and specialized correspondence and documents for notes, verbal instruction or standard text.

Performs related work as required.

Knowledge, Skills and Abilities

Must be adept at Word, Excel and other generally used software programs.

Considerable knowledge of grammar and spelling.

Skill in typing at the net rate of 59 wpm.

Considerable ability in oral communication and written skills.

Considerable ability to follow oral and written instruction.

Considerable ability to format correspondence and contracts.

Knowledge of accepted Purchasing principals and practices.

Ability to establish and maintain effective working relationships with co-workers, contractors, architects, bonding companies, other City departments and the general public.

At the direction of the Purchasing Official, individual employee decides which rules and objectives apply. Technical information is applied to routine tasks.

Qualifications

High school diploma or equivalent plus six years of progressively responsible clerical experience. Prior Purchasing or contract administration is a plus.

Physical

Must be able to sit for long periods. Some lifting, under 5 lbs, is required.