

Middletown, CT Job Description

Classification Title	Purchasing Assistant
Job Code	
Department	Finance
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to prepare, review and approve purchase orders and liquidations. Performs complex administrative functions in support of the Department. ~~perform complex administrative functions in support of the Director of Finance and the Supervisor of Purchases.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Prepares, reviews and approves purchase orders up to \$1,000. Schedules, opens and awards bids/contracts to vendors in compliance with city ordinance.~~
- ~~Prepares, schedules, distributes and records various administrative bids and annual service contracts. Reviews bid results after opening, tabulates and determines lowest responsible bidder. Develops and distributes contracts. Maintains contract award lists for department/public use.~~
- ~~Determines and recommends best value of bids received to the Supervisor of Purchases, to corresponding city agencies and user departments as well as building committees and boards. Prepares, posts and distributes bid results to departments and vendors. Prepares, reviews and approves purchase orders and purchase order liquidations per city ordinance.~~
- ~~Assists in the preparation of bidding calendar and coordinates multiple departments bids and contracts. Requests and incorporates prevailing wage rates from State and Federal agencies for construction bids and contracts. Processes credit cards. Uploads transactions from departments AUC system. Reviews transactions to ensure departments follow purchasing guidelines.~~
- ~~Develops and maintains bid files and records, develops and updates bid lists for vendors. Updates city website with bid postings/notifications, information, tabulation and contract awards. Schedules and maintains website auctions for various city departments to sell supplies, materials and equipment determined to be surplus, obsolete or unused.~~

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- ~~• Prepares, posts and distributes bid results to departments and vendors.~~
- ~~• Prepares, develops and maintains the electronic postings on the City's Purchasing web page. Prepares State of Connecticut postings and legal notices.~~
- ~~• Assists and directs user agencies and vendors on City's purchasing procedures. Provides information on procedures to other municipalities and outside agencies. Updates and distributes guidelines.~~
- ~~• Researches a variety of issues for the Supervisor of Purchases and/or other departments, facilitates responses of requests from outside agencies and vendors.~~
- ~~• Provides technical support in computer programs, financial systems procurement card system and web postings. Responsible for various electronic information systems venues as they pertain to bidding and purchasing.~~
- ~~• Prepares change orders and contracts for Mayor's signature, prepares and distributes contracts for various city departments and outside agencies.~~
- ~~• Schedules and coordinates meetings, bid events, and training sessions for vendors and other departments.~~
- ~~• Prepares correspondence including reports, records, and documents both for internal and external contacts.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Associates degree in Business Administration or a related field with two years of related Administrative experience or a high school diploma or equivalent with four years of related Administrative experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Experience in Microsoft Office applications, Web and Internet capabilities required. High School Diploma and at least four years of related administrative experience.~~

~~Appropriate education substitutions can be made.~~

PREFERRED QUALIFICATIONS

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Accounts Payable/Purchasing experience.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform ~~mid-level~~mid-level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~Knowledge of city ordinances in regard to purchasing regulations
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statues, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors and the public.~~Knowledge of state contracts and awarded bids
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position

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- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

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- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/12/15
Dates revised	