

## Middletown, CT Job Description

<b>Classification Title</b>	Supervisor of Purchasing
<b>Job Code</b>	
<b>Department</b>	Finance
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to review and authorize purchases for all departments within the City. Complies with purchasing requirements in accordance with ordinances and state/federal regulations. act as the sole authority to obligate the City via purchase orders in purchasing supplies, services and equipment, etc, to manage all municipal purchasing for operations and capital budgets, and to assist Department Heads with purchasing functions. The work is performed under the direction of the Director of Finance.

### **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.*

- ~~Reviews and approves all purchase orders for all City departments; ensures proper purchasing procedures are followed in accordance with ordinances and state laws. Reviews requests from City departments, and determines best methods for procurement; d~~Determines best methods for the procurement of goods, services and long-term contracts.
- ~~Prepares construction bids and requests for proposals. Coordinates, schedules and meets with project department heads, engineers and/or architects affiliated with projects before and after award process., conducts and awards bids for various commodities over \$7,500, and for the construction of roads, buildings and major repairs. Establishes long-term contracts for services and goods. Procures the services of consultant firms. Administers and ensure compliance with contracts.~~
- ~~Consults with City Attorneys on legal issues pertaining to vendor contracts; consults with Engineers, Architects and other professionals on the technical aspects of contracts. Reviews, approves and liquidates various purchase orders and change orders associated with contracts/bids. Confirms required backup and authorizations are in accordance with ordinances and state/federal regulations.~~
- ~~Develops new programs and processes for streamlining the purchasing function. Develops and maintains a computerized purchase order system; vendor files and bid~~

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~~files for all requests and contracts. Integrates computerized commodity codes for the creation of vendor lists. Trains users on computerized Purchase Order system. Assists end users of Admins Unified Community to request vendor numbers and navigate financial system. Provides support in various computer programs.~~

- ~~• Processes, reviews and approves change orders for construction projects/contracts Provides training to new users and Budget Analysts on how to maintain PCard by coding various purchases. Manages continuity of procedures throughout department.-~~
- ~~• Responds to questions from the public, vendors and Department Heads; consults with Department Heads regarding their needs and the planning of purchases; coordinates bulk purchase with all departments. Maintains and updates city website. Provides bid postings/notifications, bidding schedule information and tabulation of existing and past contract awards. Implements vendor registration to allow vendors to be notified when new bids are publically advertised and available.~~
- ~~• Prepares utility forecasts for use in budget preparation. Ensures end users are informed and aware of new and current cooperative contracts for economic purchases. Participates in local and national organization meetings. Maintains currency on latest trends for commodities and services.~~
- ~~• Provides consultation to various committees on contract compliance issues.~~
- ~~• Schedules, coordinates and directs pre-bid meetings at construction sites; ensures compliance for closeout documents in construction projects.~~
- ~~• Mediates and resolves conflicts between vendors and departments.~~
- ~~• Coordinates and participates in purchasing cooperatives for economic purchases and with State of Connecticut contracts. Coordinates the documentation of purchases with auditors.~~
- ~~• Notifies departments of active contracts and terms for purchasing.~~
- Perform other related duties as assigned.

### **MINIMUM JOB QUALIFICATIONS**

#### **Education and Experience**

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Associate's degree ~~and at least in Accounting or Business with~~ three years of accounting and related experience and four years of administrative experience and public purchasing or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

### Other

- ~~Position requires~~ Must obtain Public Purchasing Buyer certification within five years of hire.

### PREFERRED QUALIFICATIONS

Accounts payable/purchasing experience.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.  
~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, requests, bids, blueprints, ordinances, contracts, forecasts, purchase orders, technical specifications, statutes, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director of Finance and all department personnel, vendors, consultants other departments and the public.~~ Knowledge of specific details pertaining to construction bids and requests for proposals/qualifications
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and geometry.~~ Knowledge of procedures to end users that apply to purchases or change orders

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- Ability to schedule bids for various commodities/services
- 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 Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- 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
- 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

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- ~~Ability to E~~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 S~~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.~~
- ~~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.*

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- ~~• 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.*

<b>Date created:</b>	03/16/15
<b>Dates revised</b>	