TOWN OF TRUMBULL
PURCHASING AGENT
FINANCE

Wage Grade: MATHAS

Position Definition: Plans, organizes and administers centralized purchasing for the Town and Board of Education.

GENERAL STATEMENT OF DUTIES:

1. Develops programs and schedules to be followed in the development of standards, specifications, contracts, procurement procedures, inspections, and quality control.
2. Plans central purchasing operation to meet supplies, equipment and material needs of Town departments within approved budget limits.
3. Organizes procedures to receive and process department purchase requests.
4. Receive and improves purchasing requisitions.
5. Reviews specifications for suitability, completeness and consistency.
6. Maintains database of bids and bid waivers reflecting the status of each.
7. Oversees the preparation of bid proposals and approves recommended awards in conformance with established standards.
8. Coordinates with department heads short and long range purchasing needs.
9. Advises department heads on market trends and new technology.
10. Analyzes and advises on availability and quality of goods, equipment and services.
11. Negotiates contracts with vendors for purchase of commodities and services.
12. Coordinates receipt and acceptance of purchases.
13. Reviews change orders and updates systems to reflect approved change orders.
14. Maintains inventory of materials and supplies.
15. Develops department budget.
16. Provides training to departments on the procurement process and Town requirements.
17. Prepares narrative and statistical information for the First Selectman, Finance Director and various Town boards upon request.
18. Receives written and verbal instruction from the Director of Finance.
19. Prioritizes workload of self in accordance with standard office procedures.
20. Coordinates purchasing activities with other agencies to effect economies of group buying.
21. Monitors compliance with Davis/Bacon Act requirements for covered construction projects.
22. Analyzes sales information, conducts surveys and examines equipment and materials.
23. Organizes, maintains and upgrades automated and manual files systems for purchasing information.
24. Manages the Town's tele-communication system.

SUPERVISION RECEIVED:
Works under the general direction of the Director of Finance.

SUPERVISION EXERCISED:
Responsible for activities of all personnel assigned to Purchasing Department.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Through knowledge of centralized purchasing practice and procedures.
2. General knowledge of governmental and municipal procurement policies.
3. Ability to deal effectively and positively with staff members and vendors.
4. Ability to prepare and negotiate detailed specification of materials, supplies and equipment.
5. Ability to perform related mathematical computations.
6. Ability to supervise.
7. Proficient in the use of data base management programs, spread sheets and word processing programs.

EXPERIENCE AND TRAINING:

Bachelor's degree in Business Administration, Accounting or some closely related field, six years of increasingly responsible purchasing experience, and (3) three years in a supervisory capacity.

NOTE: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.