

**CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT**

**OPEN COMPETITIVE EXAM #2185**

**OPEN COMPETITIVE EXAMINATION FOR: DIRECTOR OF PURCHASING**

**SALARY: \$90,000 ~ \$120,000 PER YEAR**

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

**LAST DAY FOR FILING APPLICATIONS**

**Applications**, which may be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

**SEPTEMBER 18, 2018**

**IMPORTANT:**

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

**GENERAL STATEMENT OF DUTIES**

The City's Purchasing Agent is vested with the authority and responsibility to lead and administer the City's centralized procurement system and to govern all purchasing activities in accordance with the City's Charter and Procurement Ordinance. The Director of Purchasing coordinates the requisitioning, bidding, and procurement of all services and commodities, City-wide inclusive of the Board of Education, the Bureau of Water, the Water Pollution Control Authority and on occasion for the Waterbury Development Corporation. Responsible for publishing the policies for all procurement activities. Acts as the City's principal advisor on all purchasing matters; interprets and applies established purchasing rules and regulations; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

Under the general direction of the Director of Finance, maintains continuous leadership and oversight of the Purchasing Department and administration of the City's centralized procurement system. It is high volume responsible position with technical work in large-scale purchasing of a wide variety of services, construction, materials, supplies, and equipment. The position requires the exercise of professional judgment in analyzing bids and executive authority ensuring strict adherence to procedures as set forth in the City's Procurement Ordinance.

**EXAMPLES OF WORK:** (Illustrative only)

Directs the activities of a comprehensive procurement program involving the purchasing of services, construction, supplies, materials and equipment in accordance with the rules and regulations of the City of Waterbury; Communicates purchasing guidelines city-wide to department heads, managers, supervisors and account clerks, rendering technical advice and general instruction on the purchasing process; Plans, directs and

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**EXAMPLES OF WORK, Cont'd:** (Illustrative only)

coordinates the work of the Purchasing Department with a small professional and administrative staff; Administers the Purchasing Department's online procurement "eBid" system. Provides specifications for the purchase of supplies, materials, equipment and services; reviews bid specifications; posts bids to the online bidding system; accepts bids on required date and time; opens and reviews; Reviews department electronic requisition submissions for completeness and conformance to requirements of the City Purchasing Ordinance; approves requisitions and authorizes issuance of purchase orders; Approximately 11,000 requisitions are approved and converted to purchase orders per year representing an approximate commitment value of \$145 million; Assists departments in preparing requests for proposals and invitations to bid; Approximately 250 bids/RFPs are reviewed and posted per year; Serves on selection committees, participates on other standing committees, and attends Board meetings; Establishes procedures and policies of the Purchasing Department; Facilitates quotes for office supplies, copier leases, fuels, etc. Authorizes emergency purchases; Maintains and manages vendor database; Communicates with vendors concerning bids or purchase order details; Works to resolve various complaints from departments and vendors; Prepares and manages the Purchasing department annual budget; Maintains records, files and prepares reports as required by the City and State of CT statutes; Performs related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Thorough knowledge of modern purchasing principles, procedures and best practices; Ability to recognize weaknesses in City procurement process and systems and to effect improvements for increased efficiency and productivity; ability to establish and maintain effective working relationships with other employees, department officials and vendors; ability to read and interpret procurement laws and regulations; excellent oral and written communication skills; Strong decision-making, problem solving, and analytical skills and the ability to resolve complex or difficult issues/situations; Demonstrated leadership, executive and organizational ability. Demonstrated ability to lead, manage and organize a high volume of work with experience processing paperless requisitions, system approvals, issuance of purchase orders, online bids and in-house bid receipts; Proficiency in the use of web based applications including ERP systems, online procurement bid systems, as well as Microsoft Office Outlook, Word and Excel.

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**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:**

Bachelor's degree, and six or more years of responsible recent experience in a large scale public or private purchasing department; Experience with ERP systems (Lawson preferred), that include paperless requisition, online approvals and purchase order issuance as well as experience working with an online purchasing software application (eBid preferred); Four years' experience required supervising at least two employees.

**COPIES OF DEGREE OR TRANSCRIPTS MUST BE SUBMITTED  
AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V

EEOP Utilization Report available upon request