

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2278

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

SALARY: \$75,000.00 ~ \$105,000.00 PER YEAR (Exempt, paid bi-weekly)

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 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:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

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.

EXAMPLES OF WORK: (Illustrative only)

Performs activities to administer 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; 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; Communicates purchasing guidelines city-wide to managers, supervisors and account clerks, rendering technical advice and general instruction on the purchasing process; Assists departments in preparing requests for proposals and invitations to bid. Approximately 250 bids/RFPs are reviewed and posted per year; Examines requisitions and prepares invitations for bids covering a wide variety of materials, supplies and equipment; prepares and maintains lists of vendors to who request for bids are to be sent; secures quotations and places orders for emergency purchases when bids are not required; 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; Analyzes bid tabulations, compares bids with specifications to determine lowest and best bidder; Interviews vendors, inspects samples and recommends the purchase of materials, supplies and equipment on the basis of quality and price; Maintains and manages vendor database. Communicates with vendors concerning bids or purchase order details, and adjustments and cancellation of bids or orders; Works to resolve various complaints from departments and vendors; Follows up and expedites the delivery of articles purchased as well as assisting in checking on the financial responsibility of vendors; Facilitates quotes for office supplies, copier leases, fuels, etc.; Performs related duties as assigned.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of modern purchasing principles, procedures and best practices. Good knowledge of public sector purchasing procedures. 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, departments and vendors; ability to read and interpret procurement laws and regulations; excellent oral and written communication skills. Strong problem solving and analytical skills and the ability to resolve difficult issues/situations. Demonstrated leadership and organizational ability. Demonstrated ability to 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.

**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 two 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.) Two years of supervisory experience involving the supervision of 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