

TOWN OF HAMDEN
Purchasing Technician

Classified/Competitive
Department: Purchasing Office

B.U.: AFSCME, Local 2863
Salary: Scale A, Range 7

Position Definition: This position assists in the facilitation of the procurement of a wide variety of materials, supplies, equipment, contractual and professional services for the Town of Hamden. This position is responsible for identifying and evaluating all possible sources of supplies in accordance with bid specifications. Performs, coordinates and leads administrative activities within the Purchasing Department. Performs database control and bookkeeping work of a complex, confidential and responsible nature.

Supervision Received: Works under the direct supervision of the Purchasing Agent or his/her designee, reviewing work for effectiveness and conformity to policy and procedures. Performs work independently, establishing priorities within work assignments.

Supervision Exercised: May supervise employees of an equal or lower classification as directed by the Purchasing Agent.

Examples of Essential Job Duties: Assists and leads in the preparation of specification packages and bid documents, and all administrative matters related to the purchasing of goods, materials, and services for the Town of Hamden. Prepares advertising of bid notices, and distributes information to vendors, suppliers and other interested parties. Refers inquiries to Purchasing Agent as necessary.

Coordinates pre-bid conferences and bid opening procedures. Notifies interested parties of bid-related meetings. Assists Purchasing Agent during bid-openings. Notifies interested parties of award decisions. Processes information to Mayor, Legislative Council or department heads as appropriate. Establishes files recording results of bidding, delivery and acceptance or rejection of purchases items, and satisfaction of users of items. Maintains a vendor database, verifying necessary bonding, insurance, and related contractual matters, and interacts with vendors as necessary.

Monitors and evaluates suppliers based on price, quality and timeliness of delivery. Contacts vendors to learn about products and services requested by various Town departments. Responsible for resolving issues related to substandard products or services received by the Town of Hamden. Responsible for the proper recording and maintaining of documentation for items purchased and services rendered in accordance with contract guidelines.

Assists Purchasing Agent in preparation of Office budget recommendations. Coordinates data, helps to determine estimates for supplies, materials, and equipment needs. Prepares written summaries and data for Purchasing Agent's review. Performs backup or relief tasks in all functional areas of the Purchasing Department as needed. Screens mail, telephone calls or greets visitors, ascertains nature of business and takes actions or refers to appropriate staff members. Prepares and processes statistical reports and composes routine correspondence. Performs general office support and other related duties as directed.

Minimum Qualifications Required: An Associate's Degree from an accredited college or university in Business Administration or Accounting, or a closely related field of study and a minimum of two (2) years of progressively responsible experience in a purchasing/buyer related area. A Bachelor's degree from an accredited college or university in Business Administration or Accounting is preferred.

Knowledge, Skills and Abilities: A working knowledge of purchasing principles and practices is required. Ability to acquire a working knowledge of Municipal government and the policies, procedures and goals of the department is necessary. Must acquire a proficiency in department-specific computer applications and have a general knowledge of integrated software such as Microsoft Office and its applications including Word and Excel, and be able to utilize the Town's email system, or be able to acquire these skills within a limited training period as determined by department needs. Strong analytical, data entry, and written and verbal skills required as well as a working knowledge of general office procedures. Must be skilled in performing complex calculations, including ratios, rates and decimals. Must be able to apply the principles of institutional purchasing to resolve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to maintain financial records of some complexity and to prepare reports and statements. Ability to interpret a variety of instructions furnished in written, oral, and diagrammatic or schedules form. Ability to respect confidentiality of privileged information. Must have strong oral, written and interpersonal communications skills, and be able to relate to staff and the public in a positive manner.

License or Certificate: A Connecticut Motor Vehicle Operator's license desirable.

Physical, Mental Exertion/Environmental Conditions: Performs duties in an office environment. May be required to lift and move light to medium weights, such as office supplies, etc. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete applications and forms. There is some stress in meeting deadlines and in interacting with vendors and members of the public.

Note: The above tasks and responsibilities are illustrative only. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission on: June 16, 2014.