



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

### INTERNAL/EXTERNAL BIDS

#### NOTICE

The City of Pawtucket is posting the following vacancy in Local 3960 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Finance	Purchasing	Buyer	Pay Range: 12T-\$55,090.65-\$63,726.52

Scheduled Hours: **8:00 a.m. – 5:00 p.m.**

Please submit the following:

- a cover letter;
- resume;
- City of Pawtucket employment application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under employment opportunities (<http://www.pawtucketri.com/personnel-department>);
- Copy of most recent diploma (Bachelors degree or equivalent); two to four years experience in a centralized purchasing environment and/or training; or equivalent combination of education and experience.
- Must be proficient in Microsoft Outlook, Word and Excel.
- Must have experience working in an ERP system; Munis preferred.

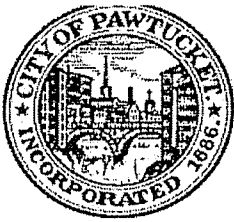
Please email your entire packet to: [HR@pawtucketri.com](mailto:HR@pawtucketri.com).

#### MINIMUM REQUIREMENTS:

- Bachelor's Degree preferred.

Application Period: **February 22, 2019 – until filled**

*The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.*



# CITY OF PAWTUCKET

## Job Description

**Job Title:** BUYER  
**Department:** FINANCE  
**Reports To:** PURCHASING DIRECTOR  
**Pay Grade** 12T  
**Prepared By:** David Clemente/Sara Miranda  
**Prepared Date:** November 2018  
**Approved By:** JLH/SM  
**Approved Date:** 12/4/2018

### **SUMMARY**

Participates in the purchasing of goods and services for the City. Assists in the supervision of all purchasing functions of the City.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties will include the following, but others may be assigned by the Purchasing Director:

- Act as a back-up to the Purchasing Director and Purchasing Clerk;
- Reviewing incoming requisitions for accuracy and completeness. Approve requisitions following Purchasing Rules and Regulation and parameters as set forth by the Purchasing Agent;
- Assist departments in the creation of purchasing requisitions. Provide guidance and training on purchase requisitions, procedures and systems;
- Do necessary processing within the City's ERP system, which include, but may not be limited to, processing requisitions and purchase orders, change orders and contracts;
- Assist in surplus property auctions, as needed;
- Interacting daily with vendors, the public and user Departments;
- Performing various technical and specific duties relative to day-to-day operations including problem resolution, reports and payables;
- Develop and solicit various methods of solicitations (RFP, RFQ, etc.) and administer the bid process. The bid process includes all phases of the solicitation;
- Acquiring goods and services for City Agencies through standardized, centralized and competitive purchasing procedures. Solicits pricing for informal bidding needs; Recommends to the Purchasing Agent contract awards as well as sole source determinations. Makes emergency purchases as necessary
- Assist in the administration of the DPW fuel system software and assist end users when needed;
- Performing various and related tasks as required by the Purchasing Director;

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree or equivalent; two to four years experience in a centralized purchasing environment and/or training; or equivalent combination of education and experience. Must be proficient in Microsoft Outlook, Word and Excel. Must have experience working in an ERP system; Munis preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.