



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	Purchasing Agent	Pay Range: T16- \$66,880.67-\$77,415.81

- Review incoming requisitions for accuracy and completeness. Approve requisitions following Purchasing Rules and Regulation
- Responsible for all surplus property, its disposition, and performs auctions as needed
- Develop and solicit various methods of solicitations (RFP, RFQ, etc.) and administer the bid process. The bid process includes all phases of the solicitation
- Organize and coordinate all Purchasing Board meetings; which includes developing the agenda, posting notices and attendance at the meetings
- Formulate purchasing rules and policies as needed and present to the Purchasing Board for approval
- Administer the DPW fueling system software, which includes assisting end users, running monthly reports and issuing access to users and vehicles
- Approve all sole and limited source requests from user departments
- Award contracts and ensure all required documentation is received and filed

MINIMUM REQUIREMENTS UPON APPLICATION:

- Bachelor's Degree or equivalent
- Four to ten 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
- Must have previous experience in a supervisory position

PLEASE SUBMIT THE FOLLOWING: A COVER LETTER, RESUME, COPY OF DIPLOMA, AND FULLY-EXECUTED CITY OF PAWTUCKET EMPLOYMENT APPLICATION (which can be found at www.pawtucketri.com under Employment Opportunities)

VIA EMAIL TO: HR@PAWTUCKETRI.COM

Job Specifications are posted in the Personnel Division for your review
Candidates must meet minimum qualifications as stated in job description

Application Period: September 25, 2018 – 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: PURCHASING AGENT
Department: FINANCE
Reports To: DIRECTOR OF FINANCE
Pay Grade: T16
Prepared By: SLK
Prepared Date: September 2018
Approved By: JLH
Approved Date: September 2018

SUMMARY

Supervises all purchasing functions of the City

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties will include the following

- Review incoming requisitions for accuracy and completeness. Approve requisitions following Purchasing Rules and Regulation;
- Assist departments in the creation of purchasing requisitions. Provide guidance and training on purchase requisitions, procedures and systems;
- Manage the processing within the City's ERP system, which include, but may not be limited to, processing requisitions and purchase orders, change orders and contracts;
- Responsible for all surplus property, its disposition, and performs auctions as needed;
- Interacting daily with vendors, the public and user Departments and Department heads;
- 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;
- Organize and coordinate all Purchasing Board meetings; which includes developing the agenda, posting notices and attendance at the meetings;
- Formulate purchasing rules and policies as needed and present to the Purchasing Board for approval;
- Administer the DPW fueling system software, which includes assisting end users, running monthly reports and issuing access to users and vehicles;
- Approve all sole and limited source requests from user departments;
- Award contracts and ensure all required documentation is received and filed;
- Review contracts as needed;
- Process emergency purchasing procedures as necessary
- Performing various and related tasks as assigned by the Director of Finance

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; four to ten 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
Must have previous experience in a supervisory position

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

Valid Driver's License

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. The employee must occasionally lift and/or move up to 25 pounds. 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.