



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 Director	Pay Range: 17T-\$70,213.65-\$81,286.40

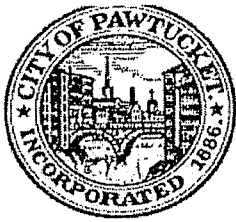
Please submit the following:

- a cover letter;
- resume;
- City of Pawtucket employment application, which can be found at www.pawtucketri.com under employment opportunities (<http://www.pawtucketri.com/personnel-department>);
- Copy of most recent diploma (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 possess strong analytical skills and organizational skills.
- 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.

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: PURCHASING DIRECTOR
Department: FINANCE
Reports To: TREASURER
Pay Grade: 17T
Prepared By: David Clemente/SARA MIRANDA
Prepared Date: DECEMBER 2018
Approved By:
Approved Date:

SUMMARY

Oversees all purchasing functions of the City including but not limited to the collection, analyzation, and summarizing of data and market trends in relation to products and services. Maintains records of goods and services ordered. Develops profitable purchasing strategies, assess supplier profiles and offers, manage relationships with key suppliers to maintain quality of goods, timely delivery and compliance to contract terms, prepare and submits reports as needed. Prepares and processes purchase orders and requisitions based on the needs of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Including the following, other duties may be assigned:

- Acquiring goods and services for City Agencies through standardized, centralized and competitive purchasing procedures
- Develop and solicit various methods of solicitations (RFP, RFQ, etc.) and administer the bid process. The bid process includes all phases of the solicitation;
- Prepares and processes requisitions and purchase orders for supplies, equipment and services
- Maintains records of goods ordered and services rendered. Reviews supplies/services to ensure quality.
- Reviews incoming requisitions for accuracy and completeness. Approve requisitions following Purchasing Rules and Regulations;
- Assist departments in the creation of purchase 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;
- Assess supplier profiles and analyze offers
- Manages relationships with key suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts.
- Oversees 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;
- Solicits pricing for informal bidding needs; Negotiate as needed.
- Organize and run 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;
- Making emergency purchasing procedures as necessary

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; with four to ten years' experience in a centralized purchasing environment and/or training; or equivalent combination of education and experience. Must possess strong analytical skills and organizational skills.

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. Ability to be able to lift up to 25lbs. 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.