



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT will hold an open-competitive examination for a

PURCHASING AGENT

Starting Salary: \$94,525 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, and copies of required degree to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, January 10, 2014

GENERAL STATEMENT OF DUTIES:

Technical administrative work of a difficult and responsible nature in the field of public purchasing, entailing responsibility for managing and supervising the City's central purchasing activities; performed under a minimum of administrative direction by the Board of Public Purchases, with considerable latitude for the exercise of independent judgment and authority.

TYPICAL TASKS AND ASSIGNMENTS:

Directs and supervises the operation of the Purchasing Department which is the City's central agency for purchasing all supplies, materials and equipment (except in the case of sewer contracts, schools construction, library books, and automotive parts); also supervises the central supply department which handles a wide variety of maintenance and office supplies. Independently, or in conjunction with the Board of Public Purchases, promulgates purchasing requirements and regulations within the limitations imposed by law or ordinance. Chairs periodic meetings of the Board of Public Purchases to consider bids received in response to advertising in accounts in excess of \$500. Determines supply sources, prepares specifications, maintains complete files and catalogs or standard and special commodities and prices. Continuously reviews departmental supply, material, and equipment requirements in the interests of achieving a maximum of standardization and economy. Keeps constantly abreast of market conditions and price trends.

MINIMUM QUALIFICATIONS REQUIREMENTS:

- College graduation with specialization in business management, public administration, or related fields.
- Not less than six (6) years of varied experience in purchasing, pricing, market analysis, and purchasing administration.
- Any equivalent combination of education, training and experience.
- Thorough knowledge of supply sources, price trends and market conditions affecting a wide variety of commodities.
- Thorough knowledge of the principles and practices of large scale purchasing.

This job description is not intended to be a complete statement of all duties, functions, responsibilities and qualifications that comprise this position.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS