

Purchasing Agent

FINANCE DEPARTMENT

CITY OF BRIDGEPORT, CONNECTICUT



Purchasing Agent Examination Announcement

APPLICATION DEADLINE: May 1, 2025

The City of Bridgeport invites applications for a position of key importance to the City!

THE CITY OF BRIDGEPORT

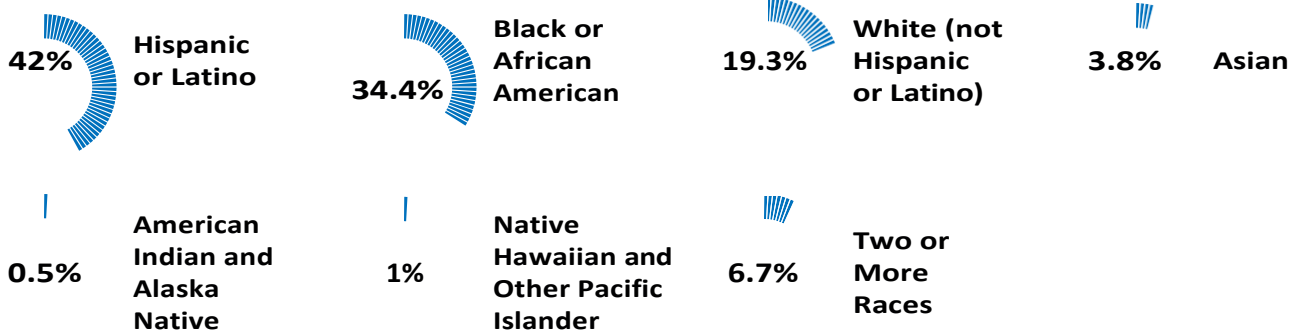
Located on the northern shore of the Long Island Sound, approximately 60 miles northeast of New York City and 60 miles southwest of Hartford, the City of Bridgeport is the crossroads of one of the best land, sea, rail, and air transportation systems in Connecticut.

Nicknamed the “Park City” for its over 40 public parks and 1,300 acres of public space, Bridgeport is a vibrant community home to numerous attractions that enhance the City’s economic fortunes. The [Barnum Museum](#) showcases the life and times of the former City Mayor and renowned showman, P.T. Barnum. The [Harbor Yard Amphitheater](#) holds live music and other shows. The [Arena at Harbor Yard](#) brings hundreds of thousands of visitors annually to Bridgeport’s Downtown to watch minor league hockey, college basketball, college hockey, and other events. The [Beardsley Zoo](#) is one of the most visited tourist attractions in the State. The [Discovery Museum and Planetarium](#), located in the north end of the City, offers interactive science and space displays. Additionally, Bridgeport is home to a [comedy club](#), [cabaret theater](#), and several other theaters and water fronts.

The City is a major medical, legal, industrial, financial and entertainment center. Two medical centers provide for many of the health care needs of the Greater Bridgeport area. Federal, State, and County courthouses are located within the central business district. Corporate and regional business offices are located downtown, and major employers residing within the City’s boundaries include Bridgeport Hospital, and St. Vincent’s Medical Center. The City, long a major manufacturing center, remains the home of more than 200 innovative manufacturing companies exploring new technologies and occupying unusual and unique market niches.

The Greater Bridgeport area boasts four institutions of higher learning: The University of Bridgeport, Fairfield University, Sacred Heart University, and Housatonic Community College. These educational institutions provide the City’s corporate and business communities with skilled personnel and enhance the area’s cultural and community activities. Housatonic Community College, located in the heart of the City’s central business district, is one of the fastest growing in Connecticut.

Demographics¹



¹ U.S. Census Bureau (2022)

CITY GOVERNMENT



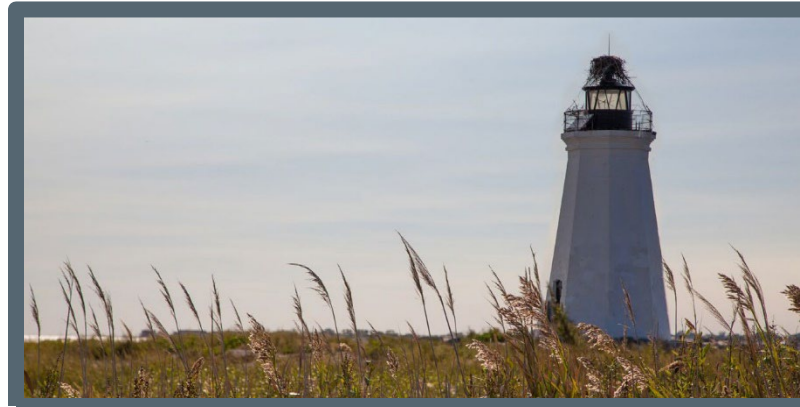
GOVERNING STRUCTURE

The City of Bridgeport has a Mayor-City Council form of government.

Bridgeport has an elected mayor who serves as the chief executive officer of the municipal government and serves a four-year term. The current mayor is Joseph P. Ganim, who is currently serving his eighth term as mayor.

The City Council is the twenty-member legislative body whose two major responsibilities are enacting ordinances necessary to ensure the welfare and good order of the city and adopting the city's annual budget. Its members are elected by residents of the ten council districts to represent the concerns, needs, and issues of their constituents, and work to improve the city's neighborhoods. All Council members serve a two-year term in office.

The Purchasing Agent position is an open competitive position filled through a Civil Service examination process.



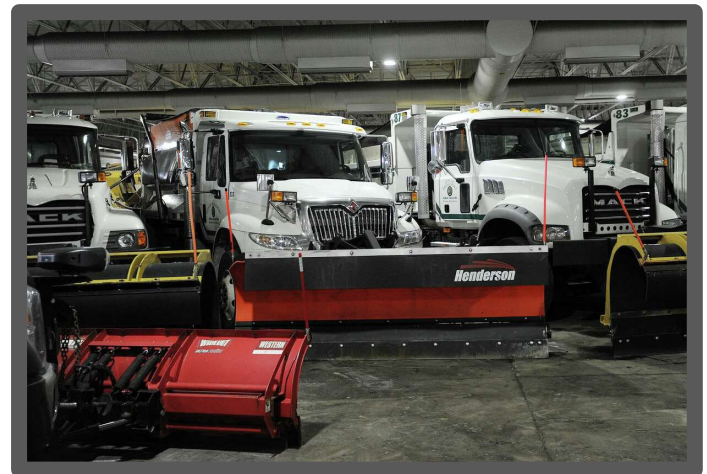
BRIDGEPORT PURCHASING DEPARTMENT

The Bridgeport Purchasing Department is currently staffed by approximately 5 employees with a current budget of about \$671,000. [FY 2023 – 2024 Bridgeport Municipal Operating Budget.](#)

Last fiscal year, the department was responsible for approximately 16,000 purchase orders issued and 90+ bid processes and is expected to exceed those numbers in the next fiscal year.

Mission:

Our mission is to enhance the effectiveness of purchasing functions within the City of Bridgeport by providing courteous service to City departments and vendors, and to maintain a high standard of performance by continuously developing our knowledge and skills to achieve the most cost-effective procurement of quality goods and services. We accomplish this by monitoring the effectiveness of our programs and working within laws and ordinances that support public purchasing initiatives. We strive to enhance, improve, develop, and maintain public purchasing programs. Our commitment to excellence is unwavering, and we are proud to be a part of building a better, happier, and more vibrant Bridgeport.



Services and Responsibilities:

Ensure proper procedures are being followed regarding the procurement of goods and services for the City.

Serve as the central point of contact for vendors and those who wish to do business with the City of Bridgeport.

Provide guidelines to vendors and City departments regarding the bid process and contracting with the City of Bridgeport to provide goods and services.

Oversee all bids and the bid process.

Provide direction to all City departments on City purchasing policies and procedures.

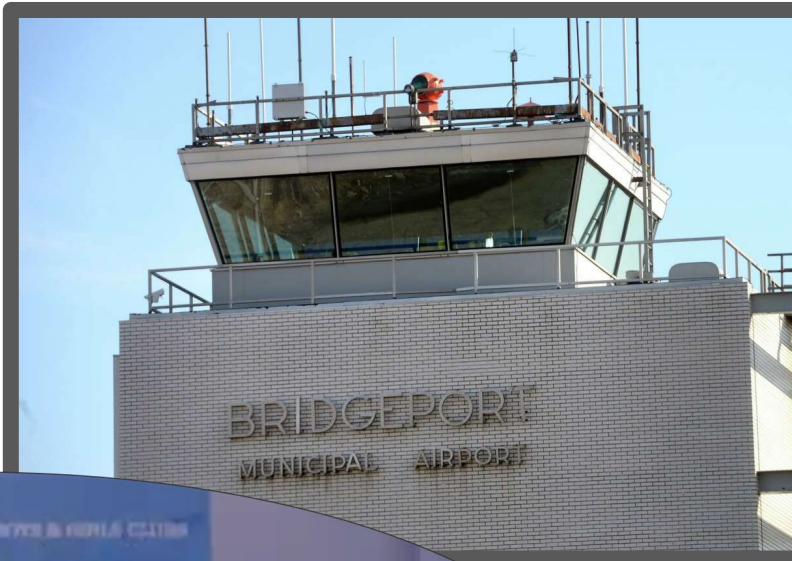
Approve and process all City purchase requisitions and purchase orders.

Prepare required reports.

Monitor access to the bid system data and MUNIS; protect confidential data.

Assist the Board of Public Purchases with relevant information related to purchasing.



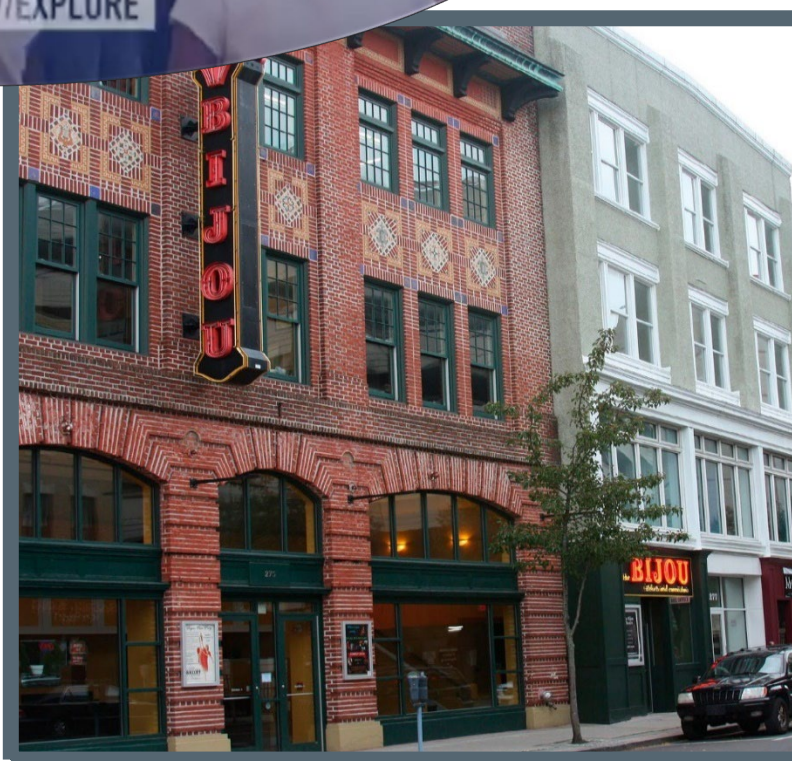


Seal of the City of Bridgeport, Connecticut
 INCORPORATED 1836

BPT

BRIDGEPORT PROGRESS TOGETHER

BRIDGEPORTCT.GOV/EXPLORE



THE PURCHASING AGENT POSITION

DUTIES: The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

Performs work of a difficult and responsible nature in directing and supervising the operation of the Purchasing division of the Finance department, which is the City's central agency for purchasing all supplies, materials and equipment; promulgates the policies of the City Purchasing Ordinance in conjunction with the Chief Administrative Officer, City Attorney, Finance Director and the Board of Public Purchases; and maintains and coordinates processes and systems for purchasing all goods and services used by the City. Performs related work as required.

TYPICAL TASKS OR ASSIGNMENTS: Reviews and approves purchase requisitions with Purchasing Buyers and Assistant Purchasing Agent after review for quantity, supplier, product specifications, cost, funding source, etc. Prepares, receives, and opens sealed bids within established time frames, and assesses the qualifications of potential vendors as part of the bid review process. Reviews proposed purchases to determine if the competitive bidding process should be waived to ensure the health, safety, and welfare of the City, or where competitive bids would be impractical or impossible, and ensures that Quality-Based Selection processes comply with City rules. Collaborates with contracting officers in the development of requests for proposals, bid specifications, public advertisements for bid solicitation, and certain other purchases that require multiple vendor quotes. Collaborates with contracting officers to identify potential vendors, and to identify, locate and learn about goods and services that meet the City's business needs. Identifies opportunities to utilize cooperative purchasing agreements to reduce costs to the city and coordinates multiple vendor bids for frequently purchased goods and services. Identifies ways to enhance the efficiency and effectiveness of purchasing procedures according to current industry best practices, and reviews and comments on proposed purchasing policies or rules prior to adoption by the Board of Public Purchases. Ensures the protection of confidential data, and that all records of purchases and related activities are retained in accordance with City of Bridgeport and State of Connecticut guidelines for the retention of public records. Collaborates with and coordinates meetings of the Board of Public Purchases as a subject matter expert in purchasing policies and procedures. Works with the City Attorney's Office regarding legal matters related to purchasing, contracts, and vendor management. Advises and assists departments in resolving issues with purchases, bidders, and vendors. Directs staff in reviewing specifications, preparing bid documents, qualifying suppliers, analyzing bid and quote responses, and selecting vendors based on best value. Monitors the completion of work performed by department staff to ensure adherence to timelines and schedules for the department's work. Provides consultation and guidance to staff regarding appropriate courses of action to resolve unusual, sensitive, or complex problems. Prepares a variety of documents (e.g., emails, memos, letters, statistical and narrative reports, etc.) to answer questions, obtain information, and document findings, decisions, and recommendations using word processing, email, spreadsheet, and database programs.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position. The above is intended as a general summary only. You should not rely on it as a complete or binding explanation. This summary is subject to the reasonable discretion of city management. This summary does not constitute a contract of employment, express or implied, between the applicant or employee and City of Bridgeport. This is an informational guide and is subject to correction of any information which may have been inadvertently misstated.

REQUIRED QUALIFICATIONS

- Bachelor's degree in business, finance, public administration, or related field, with a minimum of five (5) years of professional experience in purchasing, of which a minimum of two (2) years shall have been at a supervisory level.
 - Associate degree in a related field, with a minimum of seven (7) years of professional experience in purchasing or related finance position, of which a minimum of three (3) years shall have been at a supervisory level.
 - Municipal government purchasing experience preferred.
- Must pass medical physical including drug screen. Must pass criminal background check. Candidates can be disqualified based on an unacceptable criminal/work history.

SALARY AND BENEFITS

\$121,905.00 - \$136,095.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

SUBJECTS OF EXAMINATION: The examination will utilize an assessment center format, which may consist of any combination of the following: group exercises, in-basket exercises, interaction simulations, presentation exercises, fact-finding exercises, written exercises, job knowledge questions, structured oral interview, etc. Those candidates who participate in and pass the examination will be ranked on a hiring list which will be used to fill the position.

APPLICATION PROCESS: Submit an application for examination and a resume via email to COB.Exams@BridgeportCT.gov before 11:59 p.m. on Thursday, May 1, 2025 (the application deadline date). Please include "**Purchasing Agent Examination**" in the subject line.

Reasonable Accommodations: The Civil Service Commission will provide reasonable accommodations for persons with a disability to take an examination. If you need a special accommodation you must request it in writing and provide proof of the disability.

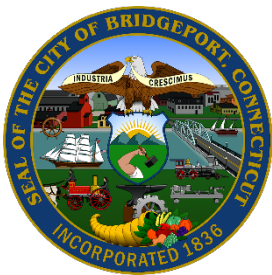
Veteran Preference Points: Veteran Preference points will be awarded in this examination to eligible candidates in accordance with the applicable laws and the Bridgeport City Charter. To apply for veteran preference points, candidates must provide a copy of their DD-214 and complete Civil Service Form 2015, which can be obtained from the Bridgeport Civil Service Office.

Residency points: Residency points will be awarded in accordance with Civil Service Rule XV for those who apply and qualify for those points.

Note: If you are having issues with the application process or need additional assistance with your application, please contact the Office of the Civil Service Commission at (203) 576-7103 or email us at COB.Exams@BridgeportCT.gov

OFFICE OF THE CIVIL SERVICE COMMISSION
City Hall, 45 Lyon Terrace, Room 106
Bridgeport, Connecticut 06604
O.C. 2399 – Purchasing Agent
An Equal Opportunity Employer VET/AA/DIS/SO/GI





CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for	Purchasing Agent	Date	
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APPLICANT INFORMATION								
Last Name				First Name			M.I.	
Mailing Address						Apartment/Unit #		
City				State			ZIP	
Phone				E-mail Address				
Commercial Drivers License (CDL) (Yes/No)				CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

DEMOGRAPHICS					
For the purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.					
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	NON-BINARY <input type="checkbox"/>	PREFER NOT TO SAY <input type="checkbox"/>	
ETHNICITY:	AMER. INDIAN or ALASKA NATIVE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	HISPANIC or LATINO <input type="checkbox"/>	
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>	WHITE <input type="checkbox"/>	OTHER <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE		
Signature		
Date		

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.