

CITY OF MILFORD

Applications are now being accepted for the position of **PURCHASING AGENT** in the Finance Department.

Requirements: Considerable experience in public or private purchasing; graduation from a four year college or university; some supervisory experience; considerable knowledge of and ability to use purchasing, financial and other business software, including but not limited to MS Word, Excel and Outlook. Test will be given.

Weekly salary limits are as follows:

Step 1.....	\$1,078.38
Step 2.....	1,118.41
Step 3.....	1,271.24

Submit resume and application to the Personnel Department, Parsons Government Complex, 70 West River Street, Milford, CT 06460 <i>on or before February 17, 2012.</i>

See full job description below.

DEFINITION

This is responsible work in purchasing a variety of materials and supplies for municipal use.

Under supervision of the Director of Finance who, by Charter, is designated as Purchasing Agent, the employee directs the entire program of centralized purchasing for the City government. The employee exercises independent judgment and initiative in finding sources of supplies, negotiating transactions and determining conformity of quotations with specifications. Work is reviewed through internal controls and through conference and observation of results.

ILLUSTRATIVE DUTIES

Prepares, reviews or revises specifications for all municipal purchases. Prepares and supervises the preparation of purchase orders from requisitions; verifies or supervises the verification of the receipt of materials and supplies against purchase orders prior to the preparation of vouchers.

Evaluates suppliers. Follows price and market trends.

Requests and receives quotations; analyzes quotations to determine conformance with specifications to select the most satisfactory source. Places orders.

Maintains lists of vendors; interviews vendors; inspects samples.

Purchases or recommends the purchase of materials and supplies on the basis of quality and price.

Initiates and coordinates equipment maintenance and storeroom inventory programs.

Maintains purchasing records; conducts correspondence concerning procurement needs, discounts, price changes, adjustments, and cancellations of bids and orders.
Confers with departmental supervisors concerning departmental needs.
Assists with issuance of requests for proposals (RFPs) or requests for qualifications (RFQs).
Enforces compliance with terms of purchasing contracts; follows up and expedites delivery of articles purchased.
Performs related work as required, including data entry and production of annual budget, and supervision of purchasing division office staff.

KNOWLEDGES, SKILLS AND ABILITIES

Familiarity with the principles and practices of purchasing procedures including regulations governing municipal procurement. Understands the material, equipment and service needs of the various municipal functions. Analyzes quotations, maintains quality and price controls and performs related duties in the purchasing process.
Develops good working relations with vendors and associates.
Organizes and maintains records of purchasing activities.
Uses purchasing and financial software including MS Office, including Word, Excel and Outlook. Knowledge of the internet and use of online auction websites.

QUALIFICATIONS

Experience in public or private purchasing. Graduation from a four year college or university, including or supplemented by course work in general commercial subjects or business administration.