



## CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting submissions for the position of

### **Assistant Purchasing Agent**

**Salary:** \$75,000.00 - \$83,864.00 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.

*Please be informed, the selected candidate will be hired on a full-time provisional basis. In accordance with Section 214 of the Charter of the City of Bridgeport, provisional hires are and will be subject to Civil Service examination; when an examination is given for this position at some future date. Provisional employees will be required to test and rank/score sufficient enough to maintain employment.*

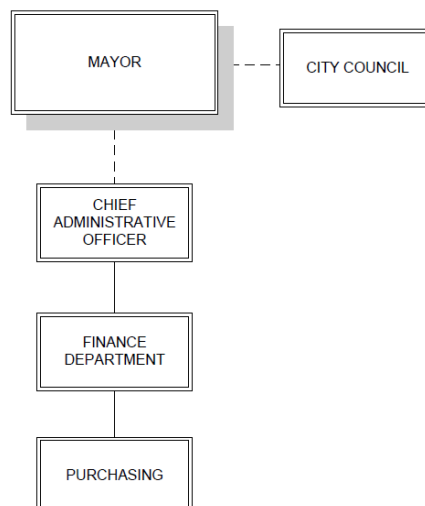
**To Apply:** Please mail, deliver or email a cover letter, resume, and required degree to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Deadline to apply is February 12, 2019.** (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

### *Municipal Profile*

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

### *Purchasing Division*



The mission of the Purchasing Division is to enhance the quality of life within the City of Bridgeport by providing courteous service to the public and internal support towards departmental objectives. Our division recognizes the importance of utilizing modern procurement practices, electronic processing and monitoring of purchasing activities, and establishing responsibility for oversight and reporting within City government.

**GENERAL STATEMENT OF DUTIES:**

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

**SUPERVISION RECEIVED:** Ranges from Daily to minimal; supervision provided on an as-needed basis.

**SUPERVISION EXERCISED:** Assist in the supervision of all Purchasing Department staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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.

1. Serves as assistant and/or Deputy to the Purchasing Agent.
2. Directs the technological aspects of operation of the Purchasing Department which is the City's central agency for purchasing all goods and services.
3. Processes transactions, coordinates conversions, and approves buyer entries into the Tyler Tech MUNIS purchasing and payment system.
4. Helps accomplish all year-end procedures and entries.
5. Assists in providing purchasing system training for municipal employees.
6. Continuously reviews departmental purchasing processes and reports, in the interests of achieving a maximum of standardization and economics of scale.
7. Keeps constantly abreast of updates in financial software (i.e. MUNIS).
8. Serves as assistant to the purchasing agent and assumes purchasing agent's duties in the latter's absence.
9. Duties call for supervision of a group of buyers and other workers engaged in the purchasing activity.
10. Maintains records in accordance with the Connecticut State retention schedule.
11. Assumes Purchasing Agent's duties in the latter's absence.
12. Performs related work as necessary.

**MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

Four (4) year college degree preferred, with some specialization in business, finance, or related fields. Three (3) to five (5) years of purchasing experience. Any equivalent combination of education, training, and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and practices of purchasing/procurement administration.
- Broad knowledge of basic business/management theories.
- Ability to analyze work problems and prescribe remedial actions.
- Ability to plan, direct and control the resources available to the City.
- Good computer skills and knowledge of Word and Excel are essential.

- Ability to plan, schedule, assign and supervise the work of others as required; ability to prepare and maintain accurate records.
- Ability to read, analyze and interpret departmental budgets.
- Ability to effectively communicate orally and in writing to management, co-workers, customers and the public.
- Ability to write concisely, to express thoughts clearly, and to develop ideas in logical order.
- Ability to prioritize, organize, and perform work independently; ability to make decisions and act quickly.

**PHYSICAL DEMANDS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance demands, telephone and other interruptions.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical and cognitive demands which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.*

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION OFFICE  
45 LYON TERRACE, ROOM# 104  
BRIDGEPORT, CT 06604