

State of Connecticut JOB POSTING

Naugatuck Valley Community College
JOB OPPORTUNITY
Purchasing Assistant
Date Posted: June 6, 2014

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees/Exam List *
* See below for eligibility requirements
Location: Waterbury, CT
Hours: 40 hours per week
Salary: \$1,769.78 bi-weekly, with benefits package
Closing Date: June 20, 2014

Working at the Purchasing Assistant level, incumbent will be responsible for processing purchase requisitions accurately and according to State and Board of Regents procedures in order to get the goods and services requested at the lowest possible cost. Type of duties include: interviewing salespersons and vendors, prepare PSAs and CCC agreements, utilize a Pcard, assist in RFP process, maintaining minimum and maximum stock levels of supplies. Tracks department expenditures and "charge backs" of appropriate supplies. Handle all prevailing wage documentation needed to be in compliance with state statutes. Handle any insurance documentation needed from contractors. Perform related duties as required.

Eligibility Requirement: Candidates must have applied for and passed the Purchasing Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Knowledge of state purchasing procedures and regulations; knowledge of office systems and procedures; some knowledge of purchasing principles and procedures for large organizations; some knowledge of inventory control procedures; interpersonal skills; oral and written communication skills.

General Experience: Four (4) years of clerical work involving purchasing or procurement.

Special Experience: Two (2) years of the General Experience must have been at a technical or complex clerical level. For state employees this is defined as at the level of Office Assistant or Financial Clerk.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months' experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nv.edu/newsevents/employment.shtml>

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.