

SOUTHERN CONNECTICUT STATE UNIVERSITY

PURCHASING ASSISTANT

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

Open To: Candidates on a current examination list

Closing Date: June 13, 2014

Search No: C14-006

Hours: Full Time – 40 hours per week

Salary Range: CL 17(\$46,191.00-\$60,197.00 annually)

Note: Those new to State service start at \$46,191

ELIGIBILITY REQUIREMENTS: 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. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

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

EXAMPLES OF DUTIES:

Reviews all internal purchase requests for accuracy, completeness and conformance to specifications; determines if requested material is under contract or should be purchased by bid; prepares routine purchase requisitions; reviews bid proposals for accuracy, completeness and compliance with existing specifications and proper purchasing procedures; prepares and processes commitment documents, e.g. purchase orders, lease agreements, rental agreements and personal service contracts by determining required information and procedures; selects vendors and obtains quotes as required; reviews quotes for conformance to specifications and other pre-established criteria; assists in recommending contract awards; serves as liaison to vendors and state Bureau of Business Services; prepares reports and issues correspondence as required; may handle routine vendor problems and/or inquiries; may type and file purchasing related documents; may interview salesmen and vendors in absence of supervisor; may maintain minimum and maximum stock levels, update stock catalog or plan stock purchases; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

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.

EXPERIENCE AND TRAINING:

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.

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APPLICATION INSTRUCTIONS: Interested candidates who meet the above requirements should submit a cover letter, resume, your last two performance appraisals and an Application for Examination or Employment (CT-HR-12) which is available at www.das.state.ct.us/exam. Application package will not be considered without all of the above mentioned documents. Due to the large number of applications received, we cannot confirm receipt of applications.

**Ms. Cynthia Luzik-Shea
Manager, Contract Compliance & Purchasing
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515**

Southern CT State University is an Equal Opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities and persons with disabilities.