



Department of
ADMINISTRATIVE SERVICES
Job Postings



DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
TRANSPORTATION PURCHASING & STORES ASSISTANT DIRECTOR

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: Newington, CT
Job Posting No: 76395
Hours: 8:00 am to 4:30 pm
Salary: MP-64: \$83,464.00 to \$113,809.00 annual
Closing Date: November 16, 2016

The Department of Transportation currently has an available Transportation Purchasing and Stores Assistant Director position available in the Materials Management Unit of the Bureau of Finance & Administration.

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of principles and practices of purchasing administration and material handling and storage; considerable knowledge of methods and procedures of stock control; knowledge of and ability to apply management principles and techniques; knowledge of relevant state and federal laws, statutes and regulations; knowledge of contract and sales law; knowledge of types, sources and market factors of supplies and equipment; considerable interpersonal skills; oral and written communication skills.

EXPERIENCE AND TRAINING:

General Experience:

Nine (9) years' experience in a business organization or governmental agency involving technical purchasing or stores management work or general business management.

Special Experience:

One (1) year of the General Experience must have been in a lead or consultative capacity.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years.
2. A Master's degree in business or public administration may be substituted for one (1) additional year of the General Experience.
3. For state employees one (1) year at the level of a Purchasing Services Officer 3 may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. **Applicants who do not submit all the requested documents will not be considered.** In addition, **only those applicants who meet the requirements of the job specification as stated above will be interviewed.**

Application Instructions: Candidates who meet the above requirements should submit a cover letter, resume, and an Application for Employment ([CT-HR-12](#)); you must indicate on your documents that you have the above experience and training; State employees must also include their last two service ratings; send documents by mail or fax postmarked by November 16, 2016 to:

Doreen Rossi
Principal Human Resources Specialist
Human Resources
Department of Transportation
P.O. Box 317546
2800 Berlin Turnpike
Newington, CT 06131-7546
Fax: 860-594-3369

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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