

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Purchasing Assistant**

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

Open To: Candidates on a current examination list.
Location: 660 Brook St., Rocky Hill, CT
Job Posting No: 31400
Hours: 7:30 am to 4:00 pm
Salary: CL 17: \$44,845.00 to \$58,443.00 annual
Closing Date: April 22, 2013

Eligibility Requirement: Candidates must have applied for and passed the Purchasing Assistant examination 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.**

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.

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. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Purchasing Assistant positions in the Bureau of Finance & Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment by April 19, 2013 to:

**DEPARTMENT OF TRANSPORTATION
Janice Snyder
Transp Purchg & Stores Asst Dir
Bureau of Finance & Administration
2800 Berlin Turnpike
Newington, CT
Email: Janice.A.Snyder@ct.gov
Fax Number: 860-594-2302**

State employees must include their last two service ratings

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.