

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Purchasing Officer**  
**Office of Legislative Management**

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

**Open To:** The Public  
**Location:** Legislative Office Building, Hartford, CT  
**Hours:** Full-Time  
**Salary:** \$58,895  
**Closing Date:** October 11, 2013

The State Legislature is seeking to fill a nonpartisan Purchasing Officer position in the Office of Legislative Management.

**General Knowledge:**

The selected individual will be responsible for managing all aspects of the procurement process including creating purchase orders, preparing and issuing request's for quotes, completing bid analyses, conducting vendor meetings, developing contracts and supervising a staff assistant.

**Preferred Skills and Ability:**

Qualifications for the position include knowledge of relevant state and federal laws, statutes and regulations, ability to apply procurement practices and procedures, and strong oral and written communication skills. Computer proficiency using Microsoft Office Suite and PeopleSoft Financial Modules and supervisory skills a plus.

**General Experience:**

Minimum requirements: Seven (7) years' experience in purchasing or equivalent combination of education and experience.

Starting salary \$58,895 depending on experience and qualifications plus a normal state benefits package.

**Application Instructions:**

Please send a cover letter and resume to: Purchasing Officer Search Committee, Joint Committee on Legislative Management, Room 5100, Legislative Office Building, Hartford, CT 06106 to be received no later than October 11, 2013. We are an Equal Opportunity Employer.

**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.