

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
Procurement Division  
PURCHASING ASSISTANT**

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

**OPEN TO:** **Candidates on a current examination list**

**CLASSIFICATION:** Purchasing Assistant (position 3719)

**SALARY GROUP:** CL17 (\$44,845 - \$58,443 annually or \$1,718.20 - \$2,239.20 Biweekly)  
(Note: those new to state service start at \$44,845)

**LOCATION:** 165 Capitol Avenue, Hartford, CT. 06106

**SHIFT:** Full-time 40 hours

**CLOSING DATE:** **March 16, 2012**

**Eligibility:** **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 in the class 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.**

**Purpose of Class:**

In the Department of Administrative Services, Procurement Division or other state agency this class is accountable for independently processing routine purchase requests while assisting in the overall preparation and processing of purchase requisitions for equipment, services and materials.

**Examples of Duties, but not limited to:**

Post bids/rfps/addendums/contract awards/supplements/standardization transactions to State Contracting Portal; Administer purchase requisitions and other contract and vendor maintenance functions in CORE-CT, conduct Public Bid Openings, routinely deal with vendor community in receipt of bids and handling inquires, Inform and educate vendors on the online Biznet System/bidder notification, how to do business with the state guidelines. Handle routine procurement inquiries and technical inquiries; provide agencies with feedback or assistance with vendor performance reports, use of website and product specifications. Administer Record Retention policy for Procurement, annual file purge, vendor insurance certificate process, annual affidavit renewals, SEEC Data, fuel price updates, dairy contract price updates. Assist contracting staff with specification writing, bid preparation, bid/rfp evaluation, contract awards and savings calculations, assist with marketing by attending trade shows and informing vendors on "how to do business with the State" and perform related duties as required.

**Minimum Qualifications Required:** 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.

**Preferred Skills & Abilities:** Excellent interpersonal skills, solid oral and written communications skills, the ability to work in a high-paced environment and juggle multiple priorities. Knowledgeable of state procurement policies and procedures and have solid office and technology skills including Microsoft office products. Ability to navigate and research on the web and the ability to understand and utilize online systems.

**Note:**

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

Interested candidates must mail the following: **cover letter, a completed State Employment Application (CT-HR-12), resume and the last 2 performance evaluations and be postmarked by March 16, 2012** to:

**Eileen Morin  
DAS/Small Agency Resource Team  
165 Capitol Avenue, 5-East  
Hartford, CT 06106  
OR  
Fax: (860) 713-7473**

**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.