



# TOWN OF WALLINGFORD

## Open Competitive Examination

Department of Human Resources  
Wallingford Town Hall  
Room 301  
45 South Main Street  
Wallingford, Connecticut 06492  
Telephone: (203) 294-2080  
Fax: (203) 294-2084

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### **PURCHASING AGENT**

**\$88,811 - \$113,630** (Annually)

**General Statement of Duties:** This is very responsible administrative work involving performing and directing the purchasing functions of the municipality. Work involves responsibility for developing and administering the town's purchasing programs in accordance with the town charter and town ordinances. Duties include developing and cataloging information regarding sources of products and services required by municipal departments, assisting department needs in developing product standards and specifications, preparing bid proposal documentation, preparing advertising, interviewing vendor representatives, analyzing bids and preparation of contracts for purchases. This position also has the responsibility for making general technical purchasing decisions. The work requires that the employee have considerable knowledge, skill and ability in purchasing principles, procedures and practices.

**Examples of Duties:** Drafts and recommends policy to the Comptroller and plans for the implementation of public purchasing goals and objectives. Enforces procurement policy and procedures within the provisions of the town charter and ordinances. Purchases goods and services, assists departments in preparing specifications, solicits bids, and prepares contracts for purchases. Negotiates prices and processes change orders as needed. Advises the Comptroller on purchasing and bid waiver matters. Trains and counsels department employees; schedules, assigns and oversees work, administers oral and written warnings and recommends higher level disciplinary action. Assists in employee selection and performance evaluation. Maintains contacts with various town officials, vendors, contractors, and representatives of other procurement activities in matters pertinent to the functions and operations of the department. Administers the office supply system for municipal offices. Registers municipal vehicles with the state motor vehicle department. Maintains an inventory of the town's fixed assets and an inventory of all movable equipment belonging to the town. Administers petty cash fund. Prepares the annual divisional budgets and presents and defends budget requests before the Comptroller. Controls the expenditure of department fund allocations within the approved budget. Administers the Central Service division which handles Town Hall and interdivision mail and copy work. Performs related work as required

**Supervision Received:** Works under the direction of the Comptroller and within town charter and ordinances.

**Required Knowledge, Skills, and Abilities:** Considerable knowledge of purchasing principles, procedures and practices, including requirements of public sector purchasing. Thorough knowledge of the town charter and ordinances as they relate to purchasing. Considerable knowledge of the procurement function. Considerable ability to plan, organize, and direct the activities and operations of the purchasing function. Considerable ability to supervise subordinate clerical personnel. Good ability to set goals, monitor progress and adjust resources to accomplish work objectives.

**Qualifications:** A bachelor's degree from a recognized college or university in business administration or a related field preferably including or supplemented with special course work in purchasing and materials management plus five years of progressively responsible purchasing work, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

**Special Requirements:** Must possess or be able to obtain a certified Purchasing Manager designation within a reasonable period of time.

**Fringe Benefits:** Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

**Application Forms:** May be obtained at the Human Resources Department, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Human Resources Department or may be downloaded from the Department of Human Resources Web Page and emailed to [wlfthr@wallingfordct.gov](mailto:wlfthr@wallingfordct.gov).

**Examination:** Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written-50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

**Closing Date:** The closing date will be the date 50<sup>th</sup> application or resume is received or May 6, 2024 whichever occurs first.

**THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER**