



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

CENTRAL PURCHASING AGENT CLERK TREASURER

POSTING DATE: August 13, 2014
RATE OF PAY: \$20,2913
EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: September 11, 2014
POSITION STATUS: Limited Service Full Time
CLASSIFICATION GRADE: 15
UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the centralization of appropriate purchasing of services, supplies, and equipment in accordance with established policies and regulations and will initiate purchases and perform related work as required.

ESSENTIAL FUNCTIONS:

- Works with other entities to determine what types of purchases are best suited to be centralized in order to achieve economies of scale and lower costs.
- Recommends three-year plan with each year adding additional items to be purchased through his/her function; facilitates other department purchasers to participate in expansion of centralize purchasing program.
- Researches organizations that can assist the City to receive the lowest prices possible for centralized purchases.
- Drafts purchasing policies and procedures in conjunction with other City departments; brings to Chief Administrative Officer for final approval.
- Recommends measurable goals for purchasing savings, and when approved initiates steps to meet or exceed saving's goals; documents goal achievement.
- Initiates bid/quote process for City for services, supplies and equipment; consults with users and outside consultants to develop specifications; prepares bid documents and oversees the bid process; performs bid analysis and makes recommendations regarding purchases.
- Prepares and processes purchasing forms such as purchase orders; obtains proper business documentation to validate, set up, assign and track vendor numbers; verifies appropriateness of budget codes and availability of funds.
- Determines and develops appropriate sources of supply and maintains cooperative working relationships with vendors to stay current with trends and technologies, products and services.
- Reviews all requests for removal and disposal of surplus items via donation, auction, etc.
- Maintains complex central filing system for all City purchasing contracts in accordance with City policies, and state regulations; interprets contracts for appropriate language and formats; prepares monthly contract reports when directed.
- May be responsible for and specialize in a specific commodity such as furniture, stockless stores, construction projects, medical and/or technical equipment, etc. Responsible to research and respond to the specific educational and operational requirements of the City.
- Resolves problems and issues arising from purchase of services, supplies and equipment with internal and external customers.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associates Degree in accounting required and three years (3) experience in purchasing a variety of general and specialized items, shipping and receiving, and basic accounting, preferably for a public entity.
- Ability to learn and interpret technical rules, regulations, and instructions.
- Must possess knowledge in modern purchasing methods, procedures, and specifications preparation
- Must possess knowledge in purchasing software.
- Must possess knowledge in methods and techniques utilized in analyzing the quality of services, supplies, and equipment and in sources of purchasing information.
- Must possess knowledge in budgets and revenue control.
- Advanced knowledge and ability to use spreadsheet, accounting, database management and word processing computer software required.
- Must be able to operate standard and computerized office equipment
- Ability to write specifications, prepare bid documents, handle bidding process and analyze all bid results.
- Ability to analyze, understand and negotiate legal contracts and forms.
- Ability to perform detailed work related to purchasing with judgment, accuracy, confidentiality and promptness.
- Ability to maintain and prepare records, files and reports.
- Ability to communicate effectively both orally and in writing.
- Ability to interact with the public in a helpful, courteous and friendly manner.
- Ability to work in a team environment.
- Ability to work with a diverse population with a strong commitment to equity and inclusion, among City staff and the general public.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: <http://www.burlingtonvt.gov/hr/jobs>.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.