

**State of Connecticut  
The Department of Social Services  
Anticipated Job Opportunity**

**Purchasing Services Officer 1**

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

**Posting Date: August 6, 2007**

**Closing Date: August 20, 2007**

The Department of Social Services is presently accepting applications for one (1) Purchasing Services Officer 1 position with Contracts Administration located in our Hartford Central Office.

**Open To: The Public and State Employees**

**Position: Purchasing Services Officer 1 (Position No. 88395)**

**Bargaining Unit: Administrative and Residual (P-5)**

**Salary Range: \$50,459.00 - \$62,063.00 Annually (AR 20)**

**Location: 25 Sigourney Street, Hartford, CT**

**EXPERIENCE IN THE FOLLOWING IS STRONGLY RECOMMENDED:**

Review and drafting of contracts and Proficiency in Microsoft Word, Access, Excel and Outlook. Knowledge of Core-CT helpful.

**EXAMPLES OF DUTIES:**

Conducts research for preparation or revision of specifications for obtaining supplies, equipment or contractual services; selects sources of supply and obtains formal written bids; evaluates formal bids received to determine appropriate vendor; recommends contract awards; inspects commodities delivered for conformance to specifications; interviews salesmen; reviews price trends; oversees inventory control including record keeping and reporting; may supervise a stores facility; may do a limited amount of open-market buying; may receive training in procuring a specialized group of commodities which includes open-market buying, preparation of specifications and market analysis; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of methods, principles and procedures of purchasing and requisitioning; knowledge of state purchasing procedures and regulations; knowledge of inventory control procedures; some knowledge of business law as it applies to purchasing contracts and sales; interpersonal skills; oral and written communication skills.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Five (5) years' experience in purchasing.

**Special Experience:**

One (1) year of the General Experience must have been in a paraprofessional capacity.

Note: Paraprofessional capacity is defined as work requiring the exercise of independent judgment in applying proper purchasing procedures. This includes processing and expediting purchase orders, reviewing purchase requisitions and obtaining informal quotes. For state employees this is the level of Purchasing Assistant.

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. One (1) year as a Connecticut Careers Trainee in a purchasing target class may be substituted for the General and Special Experience.

**Note:** The position will be filled by the mandatory Re-employment and Sebac Lists, which we are obligated to give priority consideration. Applications will be accepted from candidates who applied for the current Purchasing Services Officer 1 Examination No. 070101 and have received a passing score or state employees who have attained permanent status in the class.

**APPLICATION PROCEDURE:** Candidates should complete an Application for Examination of Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION](http://www.das.state.ct.us/exam/default.asp#APPLICATION) FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed original State of Connecticut Application (PLD-1) no later than August 20, 2007 to:

**Kathleen Geary, Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106**

**(860) 951-2979 Fax**

**APPLICATIONS MUST BE RECEIVED ON OR BEFORE August 20, 2007, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**

