

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

Purchasing Services Officer 2

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

Posting Date: August 2, 2007

Closing Date: August 16, 2007

The Department of Social Services is presently accepting applications for one (1) Purchasing Services Officer 2 position with Contracts Administration located in our Hartford Central Office.

Open To: The Public and State Employees

Position: Purchasing Services Officer 2 (Position No. 88481)

Bargaining Unit: Administrative and Residual (P-5)

Salary Range: \$59,711.00 - \$74,879.00 Annually (AR 24)

Location: 25 Sigourney Street, Hartford, CT

EXPERIENCE IN THE FOLLOWING IS STRONGLY RECOMMENDED: Development and facilitation of competitive processes to select providers of human services and other types of contractors to provide services to and for The Department of Social Services. Development of contracts for the purchase of human services.

EXAMPLES OF DUTIES: Assumes responsibility for facilitating competitive processes to fulfill highly complex or high value purchasing requirements of agency; performs open market buying including determining which services and contractors to use; prepares, reviews and revises complex specifications for obtaining and evaluation criteria for selecting contractual services, supplies and equipment; solicits and facilitates the review and evaluation of competitive bids to select and contract for best terms; supervises preparation of requisitions and purchase order for materials, supplies, equipment and contractual services; analyzes and interprets price trends and market conditions; prepares for submission to Commissioner's summary reports regarding the conduct of the procurement; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; may determine priorities; may assign and review work; may establish and maintain unit procedures; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of purchasing methods, principles and procedures including specification writing; knowledge of types, characteristics, supply sources and market factors of supplies and equipment; knowledge of business law as it applies to purchasing contracts and sales; knowledge of inventory control procedures and record keeping; interpersonal skills; oral and written communication skills; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years experience in purchasing.

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Special Experience:

Two (2) years of the General Experience must have been at the professional level

Note: Professional purchasing or procurement work is defined as work performed as a buyer with responsibility for reviewing and revising specifications, securing and analyzing quotations and contracting for terms and conditions. For state employees this is the level of Purchasing Services Officer 1.

Substitution Allowed:

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.

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 2 Examination No. 070102 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 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 16, 2007 to:

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

(860) 951-2979 Fax

APPLICATIONS MUST BE RECEIVED ON OR BEFORE August 16, 2007, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer