



Greater New Haven Transit District

840 Sherman Avenue, Hamden, CT 06514

Phone: 203.288.6282 Fax: 203.288.7471

Position Title: **Purchasing Assistant (Agent)**

Type: Full Time

FLSA Status: Non-Exempt

Department: Procurement

Date Revised: February 22, 2021

General Function:

Provides agency-wide procurement services, including but not limited to, procuring goods and services in accordance with company policies and standards. Provides guidance, advice and support to ensure procurement processes are effective, efficient, and ethical and that they offer the best value to the agency.

Accountability:

This position reports to the Manager of Grants and Procurement and works closely with staff members on all levels.

Job Responsibilities:

Prepares and/or edits purchase requisitions from various departments. Confers with vendors to obtain product and/or service information, such as price, availability, delivery schedule, etc. Places orders with vendors and ensures that documentation is in order, with terms and conditions being clear.

Coordinates the acquisition of materials, supplies, equipment and services. Monitors inventory levels and order frequency and assists with shipping and receiving. Inspects consignments to verify that they are in order and as per agreed terms. Ensures that all contractual deliverables from vendors are provided in a timely manner. Interacts with suppliers in case of delay in delivery of supplies, receipt of damaged or incorrect quantity of goods.

Reviews and evaluates quotes and proposals. Conducts reference checks and provides feedback to pertinent GNHTD staff. May be required to prepare an independent cost estimate (ICE) and/or project scope of work (SOW), as well as perform and evaluate a price and/or cost analysis. Tracks and maintains balances of all blanket purchase orders, software subscriptions and license renewals, memberships, fixed asset acquisition data, tagging and inventory, and vendor certificates (Insurance (COI), Disadvantage Business Enterprise (DBE), Small Business Enterprise (SBE), and Minority Business Enterprise (MBE)). Coordinates with other departments and vendors on outreach programs for DBE, SBE/MBE.

Maintains procurement files and updates appropriate paper and electronic records when required. Prepares reports of purchasing activities. Ensures that Federal Transit Administration (FTA) and State of CT procurement policies and procedures are adhered to.

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GNHTD is a government agency established in 1973 under the provision of Connecticut Public Act 261, Chapter 103(a) for the purpose of operating and providing a variety of transportation programs and services

Supervisory Responsibilities: This job does not exercise supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Requirements:

- High school diploma or general education degree (GED); with knowledge of accounting, purchasing procedures and computer entry; and
- Five years of responsible office/clerical experience or equivalent combination of education and experience; and
- Strong problem solving, critical thinking, and analytical skills; and
- Strong numerical literacy, from arithmetic to statistical analysis; and
- Excellent oral and written communication skills; and
- Ability to multi-task in a fast-paced environment; and
- Exceptional organizational skills and attention to detail; and
- Ability to operate a personal computer, and other office equipment; and
- Proficiency in Microsoft Word, Excel and Outlook software programs; and
- Experience in or ability to quickly learn purchasing software in SAGE accounting; and
- Ability to work collaboratively with others, at all levels of the organization, for the purposes of collecting and disseminating essential information; and
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts or agreements, and budgets; and
- Ability to establish and implement policies and procedures; and
- Understand GNHTD general practices, policies and procedures; and
- Willingness to attend professional development training seminars (may require some travel).

Other Duties:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this position. This position may be required to perform job related tasks other than those specifically presented in this description. The description is not a contract or guarantee of any kind, can be changed or eliminated at any time and does not alter the at-will status of all non-contractual employees.

Safety:

Responsible for contributing to a safe and secure work environment. Is cognizant of surroundings and acts in a safe manner at all times. Is knowledgeable of and adheres to OSHA, GNHTD and other safety standards, directives and advisories, both written and verbal. Uses safety equipment and protective clothing as appropriate and necessary. Maintains good housekeeping habits in work area to avoid injury to self or others. Immediately reports to the Manager of Safety and Security any safety or security issue and makes recommendations for improvement. Observes building access restrictions and locks doors when not present. Knows the nearest two safety exits and participates in safety drills.

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Physical Demand and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations. Employee must obey safety rules established by the company and exercise caution in all work activities and work areas.

Work Environment:

While performing the duties of this job, the employee works in the Administrative Office Building.

Other Requirements:

N/A

GNHTD is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, national origin, age, marital or veteran status; disability; genetic status, or any other legally protected status.

Acknowledgement:

I, _____ have read and fully understand the above job. I will perform the duties to the best of my knowledge and ability and will ask my supervisor to clarify anything I do not understand.

Employee Signature

Date

Employee Name (Print)

Supervisor Signature

Date

Supervisor Name (Print)