

DEPUTY PURCHASING AGENT

Interested candidates can submit their resume and employment application to the Twp of Edison HR Dept. 100 Municipal Blvd Edison NJ 08817.

Nature of Work:

Performs professional work of advanced difficulty in the technical and administrative functions of all purchasing activities of the Township of Edison, including purchasing and contract administration. This position is responsible for the procurement of construction, supplies and professional services that are to be conducted in accordance with applicable federal, state and local laws, ordinances, rules and regulations.

Duties and Responsibilities:

- Prepare and review bid and proposal requests and specifications.
- Schedule, receive, and analyze bids and proposals.
- Recommend the award of bids and proposals.
- Conduct pre-bid and pre-proposal conferences when required.
- Review purchase requests for compliance with contracts.
- Confer with departments regarding requirements, specifications, quantity, quality and delivery and recommends alternatives that would result in greater value.
- Confer with consultants, contractors and suppliers in order to acquaint them with procurement policies and procedures and to obtain information on required products and services.
- Review and execute contracts, purchase orders, change orders and other documents within delegated authority.
- Maintain the integrity of the public procurement process.
- Analyze current procurement activities and recommend improvements.
- Provide guidance and assistance to other employees, as required.
- Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up.
- Coordinate purchasing procedures among departments and divisions.
- Compile department and division requests for similar products and services.
- Serve as liaison between the Purchasing Department and other departments and divisions.
- Resolve complaints from users, vendors, and the public.
- Interview and research potential and new vendors.
- Prepare payroll and keep accurate payroll records for the Purchasing Division.
- Assume the responsibilities of Purchasing Agent upon request.
- Perform related duties as required.

Certification Required:

Registered Public Purchasing Official as Certified through Rutgers University.

Education and Training:

Bachelor's degree from an accredited college or university in Business or Public Administration, Finance, Purchasing, or closely related field, or equivalent combination of education and experience.

Work Related Experience:

Minimum five (5) years progressively responsible experience in purchasing.

Knowledge, Skills and Abilities:

- Proficient in both Microsoft Excel and Word.
- Extensive knowledge of the Local public contracts law and other laws, policies and procedures governing public procurement.
- Extensive skill in researching and preparing highly complex specifications, solicitations and contract documents.
- Extensive knowledge of contract documents, solicitation methods and contract administration related to procurement.
- Ability to read, interpret, explain and properly apply rules, regulations, laws, policies and procedures.
- Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies.
- Ability to research, write and compare specifications with requirements of the Township.
- Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to understand, follow and direct written and oral instructions.
- Ability to read, update, evaluate and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Ability to clearly communicate information both orally and in writing.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, and other digital-based equipment.
- Ability to assume the purchasing, management, and supervisory responsibilities of the Purchasing Agent as requested.