

Borough of Lodi - Job Opening Announcement

Job Title:	Qualified Purchasing Agent	Position:	Part-Time
Department:	Finance	Shift:	20-25 hours/week On-Site/Remote
Date Posted:	February 16, 2024	Salary:	DOQ Salary \$20,000 to \$25,000
Post Expires:	March 04, 2024		

Application Process:

VIA OUR WEBSITE:

WWW.LODI-NJ.ORG/P/EMPLOYMENT

**ALL QUALIFIED APPLICANTS
WILL BE SUBJECT TO
BACKGROUND CHECKS**

Job Description

ROLE AND RESPONSIBILITIES

UNDER DIRECTION, PLANS, ORGANIZES AND DIRECTS THE ACTIVITIES OF THE PURCHASING UNIT; PREPARES PURCHASING PROCEDURES; DOES RELATED WORK AS REQUIRED.

QUALIFIED PURCHASING AGENT (QPA) TO OVERSEE THE MUNICIPAL PROCUREMENT PROGRAM; LEADING, PLANNING, ORGANIZING, AND MANAGING THE DAILY OPERATIONS OF THE DIVISION OF PURCHASING. UNDER DIRECTION OF THE BUSINESS ADMINISTRATOR, THIS POSITION DIRECTS ALL PROCUREMENT ACTIVITIES IN ACCORDANCE WITH THE LOCAL PUBLIC CONTRACTS LAW AND OTHER PRESCRIBED LAWS, RULES, REGULATIONS, STANDARDS, POLICIES, AND PROCEDURES.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: PREPARING PURCHASING PROCEDURES; OVERSEEING PREPARATION OF BIDS, RFPs, RFQs, AND COMPETITIVE CONTRACTING; REVIEWING REQUISITIONS, BIDS AND CONTRACT REQUIREMENTS PRIOR TO PURCHASE OF MATERIALS, EQUIPMENT AND SUPPLIES; REVIEWING AND ANALYZING BIDS AND PROVIDING RECOMMENDATIONS FOR ACCEPTANCE AND REJECTION; ENSURING THE ACCURACY OF PURCHASE ORDERS, VERIFYING THE QUALITY OF RECEIVED MERCHANDISE; ADMINISTERING VARIOUS FEDERAL, STATE, AND COUNTY GRANTS; ASSISTING EMPLOYEES AND VENDORS WITH PURCHASING RELATED ISSUES; AND OTHER RELATED DUTIES AS REQUIRED. EXCELLENT ORGANIZATIONAL SKILLS AND ATTENTION TO DETAIL ARE ESSENTIAL, AS IS THE ABILITY TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH EMPLOYEES, OFFICIALS, VENDORS, CONSULTANTS, AND GENERAL PUBLIC. THIS POSITION EXERCISES INDEPENDENT PROFESSIONAL JUDGMENT, AND THE INCUMBENT IS EXPECTED TO HAVE DEMONSTRATED ABILITY TO INTERPRET LAWS, RULES AND REGULATIONS AND APPLY THEM TO SPECIFIC SITUATIONS. SUCCESSFUL CANDIDATE SHOULD BE SELF-MOTIVATED AND MUST POSSESS INTERPERSONAL SKILLS TO COORDINATE REQUIREMENTS OF DEPARTMENTS, UTILITIES, AND OUTSIDE AGENCIES. A MINIMUM OF 3-5 YEARS OF LOCAL GOVERNMENT PURCHASING OR SIMILAR EXPERIENCE REQUIRED, PREFERABLY AS A PURCHASING AGENT. PROFICIENCY IN MICROSOFT OFFICE, EXCEL AND WORD, AND EDMUNDS FINANCIAL SOFTWARE REQUIRED.

- ESTABLISHES AND DEVELOPS ACCEPTED PURCHASING METHODS AND RECORDS IN ACCORDANCE WITH PRESCRIBED LAWS, RULES, REGULATIONS, STANDARDS, POLICIES AND PROCEDURES
- REVIEWS REQUISITIONS FOR OPERATING AND MAINTENANCE EQUIPMENT, MATERIALS AND SUPPLIES
- LOCATES AND INVESTIGATES SUITABLE REPUTABLE SOURCES OF SUPPLY
- PREPARES SPECIFICATIONS; REVIEWS SUBMITTED BIDS FOR CONTENT AND AFTER THOROUGH ANALYSIS, MAKES RECOMMENDATIONS FOR THE ACCEPTANCE OF REJECTION OF BIDS
- COMMUNICATES DIRECTLY WITH VENDORS BY TELEPHONE OR CORRESPONDENCE

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- INTERVIEWS VENDORS TO DETERMINE PRODUCT LINE AND USEFULNESS
- HANDLES COMPLAINTS BY TAKING THE PROPER ACTION
- DEVELOPS AND IMPLEMENTS A CENTRALIZED PURCHASING SYSTEM INCLUDING ALL NECESSARY PROCEDURES, FORMS AND FILES
- RECORDS THE CLAIMS OF VENDORS FOR MATERIALS AND SERVICES
- PREPARES PERIODIC REPORTS AND STATEMENTS
- MAINTAINS BIDDERS LISTS
- PREPARES ALL PURCHASE CONTRACTS
- PREPARES PURCHASING PROCEDURES AND BILL PAYMENTS
- ASSIGNS, SUPERVISES AND REVIEWS THE WORK OF SUBORDINATES
- PREPARES THE TEMPORARY AND FINAL APPROPRIATION BUDGETS AND APPROPRIATE TRANSFERS
- CONFERS WITH OTHER DEPARTMENTAL REPRESENTATIVES ON THE STANDARDIZATION OF SUPPLIES USED AND THE NEED FOR SPECIALIZED EQUIPMENT
- ESTABLISHES AND MAINTAINS NEEDED RECORDS AND FILES RESPONSIBLE FOR OBTAINING PROFESSIONAL, CONSULTING AND OTHER SERVICES ON A CONTRACTUAL BASIS
- MAY BE RESPONSIBLE FOR THE MANAGEMENT OF A CENTRAL STOREROOM.

EXPERIENCE AND LICENSE REQUIREMENTS

GRADUATION FROM A FOUR YEAR COURSE AT AN ACCREDITED COLLEGE OR UNIVERSITY.

NOTE: APPLICANTS WHO DO NOT MEET THE ABOVE EDUCATIONAL REQUIREMENTS MAY SUBSTITUTE ADDITIONAL WORK EXPERIENCE AS DESCRIBED BELOW ON A YEAR FOR YEAR BASIS.

FIVE YEARS OF EXPERIENCE IN THE WRITING OF PURCHASE SPECIFICATIONS AND IN THE PURCHASE OF EQUIPMENT, MATERIALS AND SUPPLIES ON A LARGE SCALE. EXPERIENCE IN LOCAL GOVERNMENT PURCHASING OR SIMILAR EXPERIENCE REQUIRED, PREFERABLY AS A PURCHASING AGENT. PROFICIENCY IN MICROSOFT OFFICE, EXCEL AND WORD, AND EDMUNDS FINANCIAL SOFTWARE REQUIRED.

AS PER N.J.S.A. 40A:11-9, INCUMBENT REQUIRED TO POSSESS AND MAINTAIN A VALID QPA CERTIFICATION ISSUED BY NJ DLGS.

LICENSE: APPOINTEES WILL BE REQUIRED TO POSSESS A DRIVER'S LICENSE VALID IN NEW JERSEY ONLY IF THE OPERATION OF A VEHICLE, RATHER THAN EMPLOYEE MOBILITY, IS NECESSARY TO PERFORM THE ESSENTIAL DUTIES OF THE POSITION.

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REQUIRED SKILLS AND ABILITIES [INCLUDING BUT NOT LIMITED TO]

- THOROUGH KNOWLEDGE OF THE ACCEPTED PROCEDURES USED IN MAKING LARGE SCALE PURCHASES; OF THE LAWS, RULES AND REGULATIONS AFFECTING PURCHASING; OF THE ACCEPTED PREPARATION OF SPECIFICATIONS OF COMMODITY MARKETS, MARKETING PRACTICES AND COMMODITY PRICING METHODS AND OF THE APPLICATION OF BOOKKEEPING METHODS TO PROCUREMENT PRACTICES.
- ABILITY TO READ, WRITE, SPEAK AND UNDERSTAND ENGLISH SUFFICIENTLY TO PERFORM THE DUTIES OF THIS POSITION; ABILITY TO INTERPRET MARKET PRICES AND TRENDS AND APPLY SUCH INTERPRETATIONS TO PROCUREMENT PROBLEMS; TO ESTABLISH AND MAINTAIN HARMONIOUS WORKING RELATIONSHIPS; TO REVIEW AND PREPARE SPECIFICATIONS; TO RECOMMEND SUITABLE ACTION ON BIDS; TO ESTABLISH AND MAINTAIN ADEQUATE PURCHASING AND OTHER RECORDS.

INTERESTED PARTIES APPLY BY SUBMITTING AN APPLICATION ALONG WITH A COVER LETTER & RESUME. MUST BE EMAILED DIRECTLY TO BOTH: MUNICIPAL MANAGER MARC N. SCHRIEKS - MSCHRIEKS@LODI-NJ.ORG & EXECUTIVE ASSISTANT NORMA MORRISON - NMORRISON@LODI-NJ.ORG ON OR BEFORE MONDAY, MARCH 04, 2024. THE BOROUGH OF LODI IS AN EQUAL OPPORTUNITY EMPLOYER.

