**Job description**

**Job Summary**  
We are seeking a detail-oriented Purchasing Agent / Grant Manager to join our dynamic team. The ideal candidate will be responsible for managing the procurement process, and ensuring that all purchasing activities align with the Town's goals.

**Job Description:**

**Statement of Duties**: The Purchasing Agent/Grants Manager plans, organizes, directs, implements and controls the Town of Coventry’s procurement functions and processes; recommends and administers the Town’s purchasing policies and requirements. The role includes implementing budgetary control, preparing, advertising, and distributing bid invitations and proposal requests; receiving bids and proposals, evaluates them according to established criteria, and issues contracts. Grant management and monitoring responsibilities are integral to this role. The employee performs all similar or related duties.

**Supervision Required:** Under general direction of the Finance Director the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of actions and independently planning and organizing work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily, the employee plans the work, organizes it, and carries it through to completion independently.

**Supervisory Responsibility:** This position does not have an supervisory responsibility.

**Confidentiality:** Employee has access to some confidential information obtained during performance of regular position responsibilities and must keep all the information they have access to confidential.

**Accountability:** The position is vital as the conduit between the private sector and the Town regarding procurement and its local, state, and federal partners regarding grants which makes accountability paramount for all involved parties.

**Judgment:** The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents. Judgment is used in analyzing specific situations to determine appropriate actions. The employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns when making decisions. This requires understanding, interpreting and applying complex federal, state and local regulations.

**Complexity:** The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. This involves evaluating and interpreting factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria.

**Work Environment:**The work environment involves everyday challenges typical of an office environment. Staff work collaboratively to achieve desired goals and serve the residents.

**Nature and Purpose of Public Contact:** Relationships with Town co-workers and the public involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

**Essential Functions:**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

* Reviews appropriate sources and suppliers; ensures that all purchases comply with Town ordinances, and applicable state laws, are open, fair and competitive and are made at the lowest cost consistent with quality and delivery requirements.
* Prepares, advertises and distributes bid invitations and proposal requests; receives bids and proposals, and evaluates them according to established criteria.
* Reviews and approves all requisitions, purchase orders; assists with implementing budgetary controls.
* Stays abreast of current procurement practices (e.g. suppliers, sources, prices, market conditions, contracting, new products, and e-commerce) and informs operating departments as appropriate.
* This position is the repository for all grant documents and is responsible to manage and administer them in accordance with all local, state, and federal regulations.

**Recommended Minimum Qualifications:**

**Education and Experience:**Graduate of a four-year college with a Bachelor’s degree in business administration or a related field with more than two (2) years of public and/or private sector purchasing experience**;**or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Basic Purchasing Certification is desirable.

**Knowledge, Abilities and Skill**:

Knowledge of a financial/purchasing software system; knowledge of purchasing methods and procedures; knowledge of sources of supplies, price trends and grades or quality of materials and equipment; familiarity with construction practices; working knowledge of the laws and policies governing the purchase of goods and services.

Ability to analyze and process bid/proposal requisitions and make purchasing decisions accordingly; ability to maintain complex bid/proposal records; ability to establish and maintain effective working relationships with employees, other departments, vendors and the public; ability to communicate effectively, both orally and in writing.

Proficient computer skills required including the application of office software. Must be an effective communicator and possess the ability to prioritize to meet all deadlines.