

DEPARTMENT

OF

ADMINISTRATION

Division of Purchasing

**TOWNSHIP OF JACKSON
2007 BUDGET**

DEPARTMENT NAME: PURCHASING DEPARTMENT BUDGET CODE: 7-01-20-100-220

NARRATIVE SUMMARY

A. GENERAL DUTIES

- (1) Prepare and enforce specifications for the purchase of materials and supplies. For purchases which require public bidding, or solicitation of quotations for amounts more than 50% of the current statutory bid threshold, specifications must be approved by resolution prior to the issuance, publication or release of said specifications and prior to the request for receipt of bids.
- (2) Advertise for bids and seek quotations on prices for the purchase of materials and supplies.
- (3) Receive bids and quotations and make appropriate recommendations to the Township Council.
- (4) Prepare contractual and related documentation for the approval of the Township Council and supervise the execution of the same.
- (5) Administer the performance of all municipal contracts.
- (6) Inspect or supervise the inspection of all materials and supplies, the rendition of contractual services and determine their quality, quantity and conformity with specifications.
- (7) Manage any central storeroom or storerooms or warehouse or warehouses that exist or may be established by the Township.
- (8) Purchase, store and distribute all materials and supplies and contract for all services required by any Township department, office or agency.
- (9) Arrange and supervise the sale of Township personal property or property in the possession of the Township, pursuant to law.
- (10) Supervise and administer all joint purchasing agreements between the Township and other contracting units of the State of New Jersey.
- (11) Prepare prebidder specifications, regulations and standard questionnaires for bidders, subject to the approval of the Township Council.

**TOWNSHIP OF JACKSON
2007 BUDGET**

DEPARTMENT NAME: Purchasing DEPARTMENT BUDGET CODE: 7-01-20-100-220

NARRATIVE SUMMARY

A. GENERAL DUTIES – Continued

- (12) Use the fair and open process approved by the governing body according to N.J.S.A. 19:44A-1 et seq., to recommend the award of a contract for any purchase over \$17,500 and up to the bid threshold.
- (13) Perform such other duties as directed by the Business Administrator.

B. SPECIFIC ACHIEVEMENTS FOR 2006

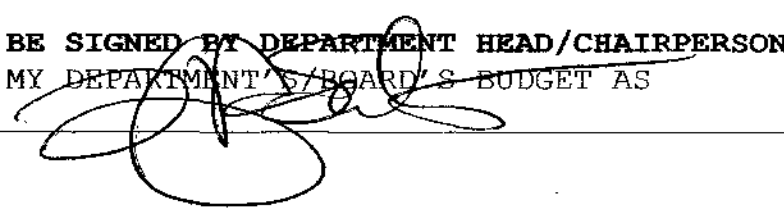
Purchasing Agent Resigned as of 12/31/06, no significant achievements realized in 2006.

C. SPECIFIC OBJECTIVES FOR 2007

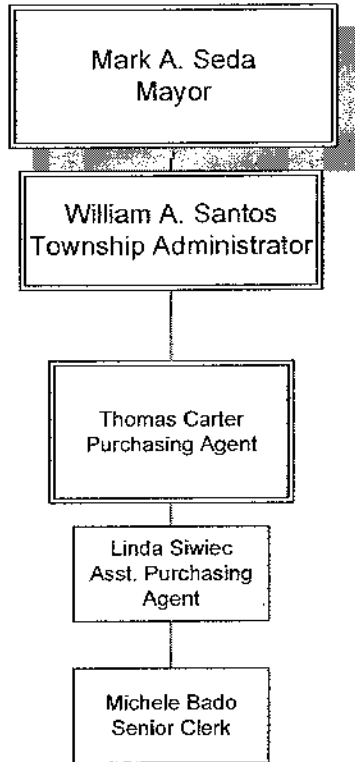
Ensure compliance with all federal & state regulations. Work closely with all governmental agencies in an effort to maximize the return on every taxpayer dollar spent!

PLEASE ATTACH UPDATED TABLE OF ORGANIZATION)

ALL BUDGETS MUST BE SIGNED BY DEPARTMENT HEAD/CHAIRPERSON
I HEREBY APPROVE MY DEPARTMENT'S/BOARD'S BUDGET AS
HERETO ATTACHED



DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASING



TOWNSHIP OF JACKSON

DEPARTMENT NAME: PURCHASING

DEPARTMENT CODE: 7-01-20-100-210

TITLE	NAME	2006 SALARY	2007 DEPARTMENT HEAD REC.	2007 TWP. ADMIN. REC. CAP IC OC	2007 FINAL
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PURCHASING AGENT	T. CARTER	\$64,398			\$62,500
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TOTAL	EFF. 3/5/07	\$64,398			\$62,500
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ASST. PURCH. AGENT	L. SIWIEC	\$45,785			\$47,135
LONGEVITY 8%		\$3,663			\$3,771
TOTAL		\$49,448			\$50,906

SENIOR CLERK	M. BADO	\$27,873			\$29,223
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TOTAL		\$27,873			\$29,223
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\$136,685 BUDGETED IN 2006.

GRAND TOTAL:		\$141,719			\$142,629
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Job Specification 02948

PURCHASING AGE:NT

DEFINITION

Under direction, plans, organizes, and directs activities of the purchasing unit; prepares purchasing procedures; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Establishes and develops accepted purchasing methods and records in accord with prescribed laws, rules, regulations, standards, policies, and procedures.

Reviews requisitions for operating and maintenance equipment, materials, and supplies.

Locates and investigates reputable sources of supply.

Prepares specifications.

Reviews submitted bids for content and after thorough analysis makes recommendations for acceptance or rejection of bids.

Communicates directly with vendors by telephone or correspondence.

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 claims of vendors for materials and services.

Prepares periodic reports and statements.

Maintains bidders lists.

Prepares purchase contracts.

Prepares purchasing procedures and bill payments.

Assigns, supervises, and reviews work of subordinates.

Prepares temporary and final appropriation budgets and transfers.

Confers with other department representatives on the standardization of supplies used and the need for specialized equipment.

Establishes and maintains needed records and files.

Is responsible for obtaining professional, consulting, and other services on a contractual basis.

May be responsible for the management of a central storeroom.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Five (5) years of experience in the writing of purchase specifications and in the purchase of equipment, materials, and supplies on a large scale.

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 essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of accepted procedures used in making large scale purchases.

Knowledge of laws, rules, and regulations affecting purchasing.

Knowledge 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 interpret market prices and trends, and apply such interpretations to procurement problems.

Ability to establish and maintain harmonious working relationships.

Ability to review and prepare specifications.

Ability to recommend suitable action on bids.

Ability to establish and maintain purchasing and other records.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 02948 RKR/hw 8/20/97

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Job Specification 00673

ASSISTANT PURCHASING AGE:NT

DEFINITION

Assists the Purchasing Agent by performing supervisory and highly complex tasks involved in the purchasing of supplies; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Assists in developing purchasing methods, procedures, and records in accord with prescribed laws, rules, regulations, standards, policies, and procedures.

Prepares purchase requisitions and specifications.

Reviews purchase requisitions for varied operating and maintenance equipment, materials, and supplies for accuracy and suitability.

Enters and checks prices on requisitions.

Supervises staff in the checking of purchase orders against requisitions to ensure accuracy of prices and quality of goods.

Supervises staff in the preparation and completion of purchase orders.

Ensures that merchandise ordered is received in good condition.

Prepares reports.

Maintains, classifies, indexes, and cross-references records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Four (4) years of experience in the writing of purchase specifications and in the purchase of equipment, materials, and supplies in a large government or private agency.

SUBSTITUTION

Applicants who do not possess the required education may substitute additional experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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.

KNOWLEDGE AND ABILITIES:

Knowledge of procedures used in making purchases.

Knowledge of methods and standards used in the preparation of purchase orders and specifications.

Knowledge of the types of information needed to complete purchase orders.

Ability to supervise staff in the preparation of purchase requisitions and specifications.

Ability to ensure the accuracy of prices and quality of goods purchased.

Ability to ensure compliance with standards and procedures used in the preparation of purchase orders and specifications.

Ability to review specifications and recommend suitable action.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG-00673 CAH 2/3/97

This job specification is for local government use only.

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