



## **POSITION AVAILABLE**

**Title: Purchasing & Safety Manager:** nonunion, EXEMPT – 35 hours/week M-F 8:30am-4:30pm

**Description:** To administer the Town's procurement of materials, supplies, equipment and services other than services of a professional nature such as legal, accounting, or medical services, for all Town Departments; and administer and oversee the Town's safety and LAP insurances and Risk Management functions, working closely with the Insurance Risk Management Committee and the Broker/Insurance companies.

### **Essential Job Functions:**

- Inspects OSHA Compliance by visiting all Town buildings throughout the year and inspecting and correcting any deficiencies. Work with OSHA on site visits and for compliance at Town buildings and directs abatement of any possible violations.
- Oversees purchasing requests from departments and confer with Finance Director to determine that such requests are within budget guidelines.
- Coordinates the development of bid specifications for equipment, materials, supplies or services and distribute same to various vendors.
- Administers the policies procedures and accounting for Town fixed assets, including coordinating with the Board of Education and the Auditors for year-end audit requirements.
- Assures the maintenance of records for all Town purchases, whether partial or complete deliveries.
- Develops a system of cooperative purchasing in conjunction with the Board of Education, other municipalities and the State of Connecticut.
- Acts as Town Safety Director and in this capacity is responsible for the following:
  - Receives and processes claims of damage from constituents and employees. Working with claimant and insurance on each issue, communicating with both stakeholders during the claims/processing process.
  - Establishes and maintains a mutually satisfactory relationship with the Insurance Agency, Insurance Company and claims personnel.
  - Creates and/or verifies that the OSHA Logs are posted for each Town Site and input into government agencies as required.
  - Notifies Insurance Company of updated insured equipment and vehicle lists.
  - Processes yearly policy renewals as well as invoices for Liability, Auto, Property and WC insurance coverage.
  - Manages LAP policies and claims.
  - Provides research and maintains contact with insurance agents and/or attorneys regarding claims litigation.
- Administers Munis Training/User system
- Handles and oversees the P-Card. Training new users and setting limits on P-Cards. Establishing rules associated with the use of the P-Card system, in consultation and with the approval of the Director of Finance.
- Purchase Order system – oversight, training, and follow up on PO's, system issues, and making sure the PO system is appropriately used and managed.
- Regular attendance as required by the position.

### **Other Job Functions:**

- Schedules and lead the Town Employee Safety Committee
- Administers and maintains the mailing system for internal and external mailings, negotiating rates and carrier for mail services, including loading and tracking postage

- Determining, with Finance Director approval, lock-in rates for heat, gas, and electricity, and following and recommending these rate approvals for Town-wide purchase

**Physical Requirements:** Normal office environment with typical business equipment; ability to operate a computer; ability to interface and problem-solve with the public.

**Experience/Qualifications:**

- Bachelor's degree in Business Administration or Accounting.
- Minimum five (5) years' experience in a business environment including accounting responsibility.
- Demonstrated use of accounting systems. Experience with MUNIS accounting software is preferable.
- Computer efficiency, including email communications, Word and Excel proficiency.
- Accounting skills.
- Excellent communicative skills.
- Ability to manage multiple people and tasks simultaneously

**Hiring Range:** \$65,000 - \$90,000

**Job Posting Date:** until filled

**Please send Application and Resume to:**

**Mail:** Town of Ridgefield, Human Resources, 400 Main Street, Ridgefield, CT 06877

**Email:** [personnel@ridgefieldct.gov](mailto:personnel@ridgefieldct.gov)

**Fax:** 203-431-2328