

**CITY OF CRANSTON, RHODE ISLAND  
ANNOUNCES AN OPEN PROMOTIONAL AND COMPETITIVE CIVIL SERVICE  
EXAMINATION FOR:**

**PURCHASING CLERK**

**Applications must be filed on or before 4:30 PM, June 14, 2019, in the Office of the Personnel Director, Room107, Cranston City Hall 869 Park Avenue, Cranston, RI 02910. Applications are available in the Office of the Personnel Director and on the Personnel webpage at: [www.cranstonri.com](http://www.cranstonri.com). Time and place of examination to be announced by email; please provide an active email address on your application.**

**Salary Range:** Minimum: \$ 37,485.99

Maximum: \$ 45,075.39

**DUTIES:** The Purchasing Clerk works closely with the Purchasing Agent to process all bids for the Board of Contract and Purchase. The Purchasing Clerk gets direction from the Purchasing Agent to help write specifications, memos, addendums, and facilitate the bid process through the Rhode Island General Laws Chapters 45-55. Specific duties include:

- Helps evaluate bid proposals with the Purchasing Agent through various tabulation sheets to help get the best price for the City of Cranston. Processes all the paperwork such as award letters, rejection letters, and addendums to bid projects;
- Processes the advertisements for bids, agendas and dockets through the Providence Journal, Cranston Herald, and the Rhode Island Secretary of State's office. Communicates via email to city administration and city council members.
- Processes weekly purchase orders as approved by the Purchasing Division and sends to all City Departments;
- Processes and enters all the vendors for the City of Cranston in the purchasing system;
- Inputs purchase orders, petty cash receipts, vehicle registrations and processes all DMV paperwork and payments;
- Maintains city wide purchasing files for the City of Cranston;
- Answers the telephone for the Purchasing Division and Purchasing Agent with knowledge of departmental procedures and policies;
- Processes all W-9's for Purchasing Division required by IRS regulations for backup withholding taxes and maintains the file;
- Coordinates and maintains all the files and bids for the Purchasing Division. Inputs all contracts into the Purchasing System and sends out the awarded contracts to the departments; and
- Performs related work as required and directed by the Purchasing Agent and/or Director of Finance.

**QUALIFICATIONS:** Applicants shall have the ability to:

- Use proper business English, spelling and commercial arithmetic;
- Demonstrate excellent telephone skills;
- Establish strong working knowledge of vendor's products and services;
- Build and maintain professional relationships with city departments;

- Understand and follow verbal and written instructions;
- Perform detail oriented work and complete tasks independently;
- Meet the public firmly and courteously and provide information regarding bid requirements as needed;
- Perform strong computer skills with the ability to analyze and solve problems;
- Demonstrate highly effective verbal and written communication skills; and
- Process bid tabulations and interpret results.

**REQUIRED EDUCATION AND TRAINING:**

Minimum high school diploma or equivalency; Bachelor's Degree preferred. Familiarity with the operations and functions of municipal government. Must also possess demonstrated experience with Microsoft Word, Excel, Outlook and Admins System.

**EXAMINATION:**

The examination shall consist of a written examination which shall weigh 100%. The minimum passing grade shall be a median score of 70%. Qualified employees will have the appropriate seniority points added to a passing score. Notice of examination date and time will be sent to applicants by email. There will be no makeup examinations.

**PREFERENCE:**

Honorably discharged active-duty war veterans who have received a passing grade of 70% shall have five (5) points added to their final grade and disabled active-duty war veterans shall have ten (10) points added to their final grade. In order to receive credit for veteran's preference, an honorably discharged active duty war veteran must furnish a copy of his/her DD 214. A disabled active duty war veteran must submit proof that he/she has been classified as "disabled" by the Veteran's Administration. **The DD 214 and proof of disability classification must be submitted at the time of the written examination.**

**Veterans' dates for active duty war veterans are as follows:**

- December 7, 1941 - December 31, 1946
- June 27, 1950 - January 31, 1955
- July 1, 1958 - January 1, 1959
- August 5, 1964 - May 7, 1975
- August 20, 1982 - December 31, 1987
- December 20, 1989 - January 31, 1990
- August 2, 1990 - May 1, 1994
- September 18, 2001- A period prescribed by law, an Act of Congress or Presidential Proclamation.
- October 16, 2002- A period prescribed by law, an Act of Congress or Presidential Proclamation.

**This definition shall be further defined as "any person who honorably served in the armed forces in any conflict or undeclared war for which a campaign ribbon or expeditionary medal was earned and who was honorably discharged from the service."**

*\*The City of Cranston is an Equal Employment Opportunity Employer\**