



## CITY OF STAMFORD

### AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages applications from women, minorities and persons with disabilities

### OPEN COMPETITIVE EXAMINATION NO. 22-39

## PROCUREMENT COORDINATOR

(WATER POLLUTION CONTROL AUTHORITY)

Hourly Salary Range: \$34.36 to \$40.59

**DUTIES:** Under the general direction of the Water Pollution Control Executive Director or designee procures goods and services, to include but not limited to, materials, supplies, parts and equipment for the SWPCA; maintains records of materials in inventory and on order; monitors inventory levels and initiates purchasing activity as required; identifies, reconciles and reports discrepancies and irregularities; performs related record keeping and other duties as required.

**MINIMUM QUALIFICATION REQUIREMENTS:** Graduation from an accredited high school and three (3) years of experience in purchasing and the maintenance of a physical inventory system involving both clerical and manual labor duties, which must have been in a manufacturing, automotive or utility company or environment.

**NOTE:** College education may substitute for work experience on a year for year basis up to a maximum of two (2) years. One (1) year of work experience in a wastewater treatment facility as a mechanic or operator may substitute for two (2) years of the required experience.

**SCOPE OF EXAMINATION:** There will not be a written examination. Qualified applicants will be ranked according to their education, training and experience. Applicants are required to fully complete the application form and supplement, listing all related degrees, training and work experience.

**APPLICATION PROCESS:** A completed City of Stamford Employment Application and Application Supplement "22-39". Position is open until filled. Application and supplement must be submitted to [hrrecruiting@stamfordct.gov](mailto:hrrecruiting@stamfordct.gov) or mailed to 888 Washington Boulevard, Stamford, Connecticut 06904. Application and supplement can be obtained at [www.stamfordct.gov](http://www.stamfordct.gov). **Please note:** Applications of candidates who do not meet the stated position requirements will not be considered. A resume and/or other correspondence will not be considered as equivalent to an application.

*The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.*

Issued: 07/06/2022

<p><b>EMPLOYMENT BENEFITS:</b></p> <ul style="list-style-type: none"> <li>• Health Plan and Hospitalization</li> <li>• Paid Vacations and Holidays</li> <li>• Retirement Plan</li> <li>• Group Life Insurance</li> <li>• Sick Leave</li> </ul> <hr/> <p><b>VETERAN'S PREFERENCE:</b> Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.</p>	<p>Applications are obtained from and submitted to  <b>DEPARTMENT OF HUMAN RESOURCES</b>  CITY OF STAMFORD  888 WASHINGTON BOULEVARD  STAMFORD, CONNECTICUT 06904  TELEPHONE (203) 977-4070  <a href="http://www.stamfordct.gov">www.stamfordct.gov</a></p> <hr/> <p>General Conditions for Job Announcements and Civil Service Information can be viewed at <a href="http://www.stamfordct.gov">www.stamfordct.gov</a></p>	<p><b>CHANGE OF ADDRESS:</b> It is your responsibility to notify the Department of Human Resources of any Change of Address on your application</p> <hr/> <p><b>PERSONNEL COMMISSION</b>  Marc Teichman  Carl Weinberg  Beth Adamson  Greg Oliver  Jacqueline Williams</p>
---	---	--



# APPLICATION FOR EXAMINATION OR EMPLOYMENT

DO NOT WRITE IN THIS SPACE

Q \_\_\_\_\_

NQ \_\_\_\_\_

Educ \_\_\_\_\_ Reviewer

Exp \_\_\_\_\_

Not City EE \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The City of Stamford  
Human Resources Division  
888 Washington Boulevard  
P.O. Box 10152  
Stamford, CT 06904-2152  
Tel. (203) 977-4070

\_\_\_\_\_

Position applying for  
Use Title on Job Announcement

\_\_\_\_\_

Exam Number

**PLEASE TYPE OR PRINT CLEARLY**  
**All blanks must be completed in order for application to be considered**

Please note that the information you provide on this application/examination will be used to determine if you are qualified for further consideration in the position in which you are applying. Failure to provide adequate or detailed information necessary to determine your qualifications may result in you being disqualified for a position. There may also be a supplement to this application for the position for which you are applying. Please make sure you submit ALL required materials.

## GENERAL INFORMATION

Name \_\_\_\_\_

(Last) (First) (Middle)

Address \_\_\_\_\_

(Street/apt #) (City) (State) (Zip Code)

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

(Area Code) (Area Code)

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

(Area Code)

Social Security Number (Last 6 digits) XXX \_\_\_\_\_

Do you claim 5 points preference based on active duty in the US Armed Forces? Yes No

Do you claim 10 points preference based on veteran's disability?  Yes No

Have you ever been employed by the City of Stamford?  Yes No

If yes, job title(s) and dates of employment

Job Title \_\_\_\_\_ Dates \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY <i>(Major/Minor)</i>	GRADUATED <i>(Yes/No)</i>	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

**Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject to training, number of hours weekly and other details.**

---

---

---

---

---

---

---

---

**Summarize any other Special skills or Abilities relating to the job you are applying for, such as licenses, machines you operate, languages you speak, read and write well, computer skills and any other special abilities or knowledge.**

---

---

---

---

---

---

---

---

## EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application**.

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_

**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
**From/To**

Employer Address \_\_\_\_\_ #of hour per week \_\_\_\_\_

Your most recent position (Title) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Describe your duties: (please provide detail sufficient for the examiner to determine if you meet the requirements of the job for which you are applying). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

- A. Your former employer?       **Yes**    **No**
- B. Your present employer?       **Yes**    **No**

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

Applicant's Signature \_\_\_\_\_

## COMMENTS

---

---

---

---

## MILITARY INFORMATION

Veteran of U.S. Armed Forces	Service Branch	Date Discharged	Type of Discharge	Final Rank
<input type="checkbox"/> Yes <input type="checkbox"/> No				

## PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing. I hereby authorize the City of Stamford to verify my work experience and/or qualifications

Applicant's Signature \_\_\_\_\_

# APPLICANT DISCLOSURE FORM

## CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire and promote qualified people in all job classification regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental report requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities.

## GENERAL INFORMATION

Your Name \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number (Last 6 digits) XXX \_\_\_\_\_

## STATISTICAL INFORMATION

### Race/Ethnic Identification (Please check one)

- |   |   |
|---|---|
| American Indian or Alaska Native          | All persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.  |
| Asian                                     | All persons having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Black or African American                 | (Not Hispanic or Latino origin). All persons having origins in any of the black racial groups of Africa.  |
| Hispanic or Latino                        | All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.  |
| Native Hawaiian or Other Pacific Islander | All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.   |
| White                                     | (Not Hispanic or Latino origin). All persons having origins in any of the original peoples of Europe, the Middle East or North America.   |
| Other                                     | Please Specify: _____   |

### Job Classification

Please write the title of the position for which you are applying in the box above, using the title of Job Announcement.

### Gender

Female

Male

## NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form.

(Please check box if applicable)

## RECRUITING INFORMATION

How did you hear about this job? (Please check one)

- |   |   |
|---|---|
| <input type="checkbox"/> Stamford Advocate                          | <input type="checkbox"/> Human Resources Division Bulletin Board    |
| <input type="checkbox"/> Other newspaper:<br>Please give name _____ | <input type="checkbox"/> Community Agency<br>Please give name _____ |
| <input type="checkbox"/> City Website                               | <input type="checkbox"/> Professional journal _____                 |
| <input type="checkbox"/> Internet<br>Please give name _____         | <input type="checkbox"/> Other: Please specify _____                |
| <input type="checkbox"/> City Employee                              |   |

**Mayor  
Caroline Simmons**



**Director of Legal Affairs  
Douglas Dalena**

**Director of Human Resources  
Alfred C. Cava**

**PROCUREMENT COORDINATOR – WPCA  
APPLICATION SUPPLEMENT #22-39  
EXPERIENCE AND TRAINING EXAMINATION**

NAME \_\_\_\_\_

SOCIAL SECURITY NUMBER 000 - -  
(Last six digits only)

For this examination, you will be filling out specific information about your education, training and experience. The information that you give will be used to find out how well your background qualifies you for this position. You **MUST** fill out this examination booklet completely in order to take part in this examination. **THIS BOOKLET IS AN EXAMINATION.**

On the pages that follow, you will be asked to supply information about your education and training and about the duties, responsibilities and accomplishments that are associated with jobs, which helped you, qualify for the position for which you are applying. Your education, training and experience will be scored according to how closely they relate to the various job components or factors of the position of *Procurement Coordinator – WPCA*. Your score will be based only on what you include in this examination. Incomplete or illegible applications/supplements will be rejected.

This examination booklet and a completed “Application for Examination or Employment” must be filed with the Human Resources Division by the last filing date noted in the job announcement, or bear a postmark no later than the last filing date. Information submitted after the last filing date will not be considered.

**AN EOE/AA EMPLOYER**



**Note:** Applicants who do not meet the minimum qualifications for *Procurement Coordinator – WPCA* will be disqualified. Applicants are urged to carefully review the requirements before filing an application.

**I. EDUCATION**

A. Do you possess a High School Diploma or GED? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Do you possess any of the following degrees?

(If “yes”, specify the major field of study for which the degree was conferred.)

1. Associate’s Yes\_\_\_\_ (Major) \_\_\_\_\_ No\_\_\_\_

2. Bachelor’s Yes\_\_\_\_ (Major) \_\_\_\_\_ No\_\_\_\_

3. Master’s Yes\_\_\_\_ (Major) \_\_\_\_\_ No\_\_\_\_

**II. EXPERIENCE**

A. Do you have at least three (3) years of progressively responsible experience in purchasing and the maintenance of a physical inventory system?

Number of years

Yes \_\_\_\_\_

No \_\_\_\_\_

B. Was any of the above experience in manufacturing, automotive or utility company or environment?

Number of years

Yes \_\_\_\_\_

No \_\_\_\_\_

C. Do you have experience working in a wastewater treatment facility in any capacity?

Number of years

Yes \_\_\_\_\_

No \_\_\_\_\_

**IF YOU WERE UNABLE TO ANSWER QUESTIONS A AND B UNDER SECTION II  
EXPERIENCE UNFORTUNATELY, YOU DO NOT MEET THE MINIMUM REQUIREMENTS  
FOR THIS POSITION.**

**PART I. EXPERIENCE**

A. Describe your work experience procuring materials, supplies, parts, services and / or equipment. Use whatever terms would be most indicative of the level and scope of your work and responsibility. Attach additional sheets, if necessary.

DATES & NO. HRS. PERWEEK	NAME & DESCRIPTION OF EMPLOYER AND TITLE OF YOUR SUPERVISOR	YOUR JOB TITLE AND DUTIES

B. Describe your work experience establishing and maintaining accurate organized inventory. Use whatever terms would be most indicative of the level and scope of your work and responsibility. Attach additional sheets, if necessary.

DATES & NO. HRS. PERWEEK	NAME & DESCRIPTION OF EMPLOYER AND TITLE OF YOUR SUPERVISOR	YOUR JOB TITLE AND DUTIES

C. Describe your work experience interacting with companies, business or organizations researching and negotiating best pricing / value for goods, supplies, parts and making recommendations for purchase. Use whatever terms would be most indicative of the level and scope of your work and responsibility. Attach additional sheets, if necessary.

DATES & NO. HRS. PERWEEK	NAME & DESCRIPTION OF EMPLOYER AND TITLE OF YOUR SUPERVISOR	YOUR JOB TITLE AND DUTIES

D. Describe your work-experience dealing with the public, customers, managers / supervisors and vendors.

DATES & NO. HRS. / WEEK	NAME OF EMPLOYER	NAME & TITLE OF IMMEDIATE SUPERVISOR	YOUR JOB TITLE & DUTIES

**PART II. TRAINING**

List any training you received through institutes, conferences, seminars, workshops or professional associations relating to office or business management.

AREA OF STUDY/TITLE OF TRAINING COURSE	ORGANIZATION	DATE(S)	NO. OF HRS. OR CREDITS

**PART III. KNOWLEDGE, SKILLS AND ABILITIES**

On the following pages are varieties of statements, which are related to this position. For each of those statements, circle the letter for the level described below which best reflects your experience, education or training as it relates to that item.

- A - I have applied this Knowledge, Skill or Ability in an actual setting while performing a job.
- B - I have education or training relevant to this Knowledge, Skill or Ability, but have not applied it in an actual job.
- C - I have little or no experience, education or training relevant to this Knowledge, Skill or Ability.

For each A or B answer, give evidence, in detail, in the space provided of how you acquired the Knowledge, Skill or Ability listed. Evidence may be stated in terms of education/training (list courses and schools) or in terms of experience (list your job duties that apply, name of employer, and dates of work).



A. SKILLS: List the program names of computer software applications you have utilized in an office or business management capacity (i.e. MS Word, Excel, PowerPoint, AdobePro, InDesign, etc.) and circle the letter for the level described below which best reflects your experience, education or training.

A - I have applied this Knowledge, Skill or Ability in an actual setting while performing a job.

B - I have education or training relevant to this Knowledge, Skill or Ability, but have not applied it in an actual job.

C - I have little or no experience, education or training relevant to this Knowledge, Skill or Ability.

Circle the Appropriate Letter

- |                      |   |   |   |
|----------------------|---|---|---|
| 1. <u>MS Word</u>    | A | B | C |
| 2. <u>Excel</u>      | A | B | C |
| 3. <u>PowerPoint</u> | A | B | C |
| 4. <u>AdobePro</u>   | A | B | C |
| 5. <u>E-Mail</u>     | A | B | C |
| 6. <u>Other</u>      | A | B | C |

B. KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

1. Knowledge of purchasing principles and accounting practices of local government administration, including processing and submitting invoices for payment and reconciling accounts.

Circle the Appropriate Letter

A                      B                      C

Employer/School: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Knowledge of safety equipment inspections and ordering safety supplies.

Circle the Appropriate Letter

A                      B                      C

Employer/School: \_\_\_\_\_

\_\_\_\_\_

Dates: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART III.**

**(Cont'd)**

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

3. Knowledge of municipal record keeping, governmental accounting and record maintenance procedures.

Circle the Appropriate Letter

A                  B                  C

Employer/School:

---

---

Dates:

---

Details:

---

---

---

---

4. Ability to research information, analyze data, compose and present reports, orally and in writing, and to provide organized and accurate information.

Circle the Appropriate Letter

A                  B                  C

Employer/School:

---

---

Dates:

---

Details:

---

---

---

---

**PART III. (Cont'd)**

KNOWLEDGE, SKILLS AND ABILITIES STATEMENT

- 5. Ability to set priorities, and gain a working knowledge of wastewater treatment plant, pump stations and conveyance systems operations and safety

Circle the Appropriate Letter

A                  B                  C

Employer/School:

\_\_\_\_\_

Dates:

\_\_\_\_\_

Details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 6. Ability to work within a team environment to solve related problems.

Circle the Appropriate Letter

A                  B                  C

Employer/School:

\_\_\_\_\_

Dates:

\_\_\_\_\_

Details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_