

Proposed Ordinance 2023-3

Pursuant to § C7-3 of the North Branford Town Charter, the North Branford Town Council hereby establishes the position of Purchasing Agent. Said position shall replace the Purchasing Assistant position.

The Purchasing Agent shall be responsible for making purchases and procuring services for the Town. The Purchasing Agent shall design, procure and furnish to other departments, officers, boards and commissions suitable purchase orders and other forms to accomplish his or her work expeditiously and efficiently. He or she shall organize, supervise, and maintain a suitable municipal accounting and inventorial system, so that he or she can, upon request, furnish expeditiously to any officer, department, board, commission or the Council pertinent data as to the status of accounts and as to personal and real property held. The Purchasing Agent shall notify any officer, department head or head of a board or commission when any request for purchase is in excess of funds available by budgetary appropriation.