



Town of Stoneham- Job Opportunity
Procurement Officer

The Town of Stoneham is seeking to fill the full time position of Procurement Officer. The Procurement Officer position is a non-union management position that operates under the joint supervision of the Superintendent of Schools and the Town Administrator and performs a variety of administrative duties relative to the procurement and disposition of supplies, services and real property for all town and school departments, negotiates vendor terms and prices, has working knowledge of budget and scheduling requirements, creates and maintains bid documents, and all documentation and reporting required under Massachusetts General Laws.

Qualifications include graduation from a four-year college or university with a degree in Business Administration, Business Management or closely related field. Minimum of five years of experience as an office manager in a municipal or business environment: including computer operation; or an equivalent combination of education, training and experience. Experience in Massachusetts public procurement strongly preferred. The position requires designation as a Massachusetts Certified Public Purchasing Official (MCPPO) or ability obtain certification within 6 months of employment. Current MCPPOS preferred.

A complete job description, employment application and application submission instructions are available on the Town's website www.stoneham-ma.gov under Departments/ Human Resources. Town of Stoneham offers generous benefit package in addition to competitive salary. Hiring range \$74,213.78 - \$81, 917.98, is commensurate with education and experience. Open until filled. First review of applications will be on July 23, 2019. To apply for this position send application materials, cover letter, resume and Town of Stoneham job employment application to: dgaffey@stoneham-ma.gov

Candidates for the position will be subject to pre-employment screening process, including but not limited to satisfactory references, employment verification, driving record, proof of degree and or credentials, satisfactory criminal history and CORI, SORI, a post-offer pre-employment physical with drug testing.

The Town of Stoneham is an Equal Opportunity/Affirmative Action Employer