

Procurement Officer

Town of Stoneham

Definition

The Procurement Officer 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.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Serves as expert resource to all town and school departments; issues memoranda regarding updated state contract provisions/requirements, develops and revises town-wide procurement policy as appropriate and provides training on the policy.

Provides or coordinates expertise and assistance to the Town Administrator, Superintendent of Schools, Select Board, School Committee, School Building Committee, and other Town Departments.

Writes bid specifications, advertises to solicit responses to requests for proposals/invitations to bid in accordance with MGL 30B, 30,39M, and 149. Ensures compliance with all Central Register requirements under MGL c 9, § 20A and Goods and Services requirements under MGL c 30B, § 5 & 6.

Works with Department Heads to dispose of town and school surplus supplies, vehicles and personal property in accordance with MGL c 30B and Town of Stoneham by-laws.

Accepts and opens all bid documents in accordance with statutory requirements and produces a list of responsive bidders which is forwarded to the awarding authority. Assists departments by checking references on potential vendors. Maintains all bid document records including bids, bid tabulations, advertisements and addenda and maintains index of all fully executed contracts and their expiration.

Evaluates requests for exceptions to existing procurement policies and makes recommendations to appropriate authority relative to accommodation of the request.

Reviews all requisitions submitted by town and school departments for purchase order accuracy, cost efficiency and proper accounting identification. Approves all Munis requisitions that meet MGL procurement thresholds or other thresholds determined by the Town Accountant, Town Administrator, or Superintendent of Schools.

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Conducts pre-bid sessions and pre-construction meetings, responds to questions concerning the bidding process, and issues addenda as required to all registered bidders.

In coordination with the Town Clerk's Office, disposes of all bid document records per Records Disposal Schedule.

Produces procurement-related correspondence such as award/rejection letters, return of bid deposits, and letters of consideration to be presented to the Board of Selectmen.

Investigates sources of supply for prices and conducts comparative cost surveys.

Proficient with use of Commbuys website and is familiar with other group purchasing options.

Represents, interacts and negotiates with the department at a variety of meetings both within and outside the town; develops and maintains effective working relationships with municipal, regional, state, and federal officials and agencies to ensure compliance with all laws and regulations affecting the work of the department.

Interacts with the Department of Labor and Industry (responds to inquiries such as wage rates for specific projects), Inspector General's Office (answers bid protest questions; participates in training program for the MCPPO certification process, etc.), and Operation Services Division (provides oversight for state contracts and participates in required training programs).

Monitors activity and prepares reports for the Town Administrator to submit to state and federal authorities relative to contracts awarded to entities owned/operated by minority/disadvantaged individuals as certified by the State Office of Minority and Women Business Assistance. Monitors certified payrolls for all town construction projects

Responds to inquiries from the general public, contractors and town employees pertaining to departmental projects and policies; resolves problems and responds to requests for service; develops plans to improve operations and internal control.

Prepares departmental budget for review by the Select Board and School Committee; oversees the monitoring of expenditures and the maintenance of records, submits reports as required by regulatory agencies; submits annual reports of departmental activities for inclusion in the Annual Town Report. Submits monthly reports to the Town Administrator and School Superintendent, as requested, summarizing activities and makes public presentations on various initiatives and operations.

Supervision

Works under the policy direction of Town Administrator and School Superintendent; responsible duties require the exercise of considerable independent judgment in the planning, direction, and administration of the operation and maintenance of the Procurement Office.

Supervisory Responsibilities

May directly Supervise up to one employee. Most work is completed independently.

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Work Environment

Approximately 90 percent of work is performed under typical office conditions; outside work involves exposure to variable weather conditions and hazards associated with construction sites or other sites where on site meetings may be required. The employee is required to attend evening meetings and work outside of normal business hours on an as needed basis.

The employee has access to department-oriented confidential information, including sealed bid documents and other vendor information, legal documents, etc. Errors in administrative decisions could result in injury to others, delay or loss of service, damage to buildings or equipment, monetary loss, and legal repercussions.

Recommended Minimum Qualifications**Education and Experience**

Graduation from a four-year college or university with a degree in Business Administration, Business Management or a closely related field; Minimum of five years-experience as an office manager in a municipal or business environment, including computer operation; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Experience in Massachusetts public procurement strongly preferred.

Special Requirements

This position requires designation as a Massachusetts Certified Public Purchasing Official (MCPPO), or the ability to obtain full certification within 6 months of employment. Current MCPPOs preferred.

Additional Requirements

Valid Massachusetts motor vehicle operator's license As a condition of employment, must complete a CORI/SORI examination, be subject to a background check and a pre-employment physical.

Knowledge, Ability and Skill

Considerable knowledge of the principles and practices of Massachusetts Procurement Law; the technical and practical knowledge of the methods and techniques relative to public procurement and issues; thorough knowledge of public administration in the municipal and educational environment; considerable knowledge of accounting, internal control and municipal law.

Management and leadership skills; excellent customer service and public relations skills; skill in developing policies and procedures to accomplish goals and objectives.

Physical Requirements

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. While performing the duties of this job, the employee is occasionally required to sit; stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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