



37.5 Hrs.		Procurement Officer		Job Description	
<b>Direct Report</b>	Administrative Services Director	Grade	I	\$67,624 - \$84,082	Hiring range \$67,624 - \$73,128
<b>Department</b>	Administrative Services	FLSA	<b>Exempt</b>		
<b>Division</b>	Operations	Bargaining Unit	Non- Union		
<b>Date</b>	March 2016	Location	Town Hall		

### Summary

The Procurement Officer 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 Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. 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.
2. Writes bid specifications, advertises to solicit responses to requests for proposals/invitations to bid in accordance with MGL 30B, 30,39M, and 149.
3. 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.
4. Ensures compliance with all Central Register requirements under MGL c 9, § 20A and Goods and Services requirements under MGL c 30B, § 5 & 6.
5. 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 Reading by-laws.
6. Maintains all bid document records including bids, bid tabulations, advertisements and addenda.
7. Maintains index of all fully executed contracts.
8. Evaluates requests for exceptions to existing procurement policies and makes recommendations to appropriate authority relative to accommodation of the request.
9. Reviews all requisitions submitted by town and school departments for purchase order accuracy, cost efficiency and proper accounting identification.
10. Conducts pre-bid sessions and pre-construction meetings, responds to questions concerning the bidding process, and issues addenda as required to all registered bidders.
11. Disposes of all bid document records per Records Disposal Schedule.
12. Assists departments by checking references on potential vendors.
13. 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; serves as Chief Procurement Officer's delegated agent; participates in training program for the MCPPO certification process), and Operation Services Division (provides oversight for state contracts and participates in required training programs).
14. 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.
15. 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.
16. Investigates sources of supply for prices and conducts comparative cost surveys.
17. Monitors certified payrolls for all town construction projects
18. Approves all Munis requisitions that meet MGL procurement thresholds
19. Proficient with use of Commbuys website

## Purchasing Agent

### Peripheral Duties

1. Serves on employee committees as required

### Supervisory Responsibility

1. This position has no supervisory responsibility.

### Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness
Collaborative Skills	Communication Proficiency	Flexibility
Technical Capacities	Decision Making	Financial Management
Time Management	Discretion	

### Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines and utilizes the typical office storage equipment such as file cabinets, shelving, desks, etc.

### Physical Demands

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 is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### Work Hours

This is a full time position with typical 37.5 hours per week. Town Hall operating hours include 7:30 AM to 5:30 PM Monday, Wednesday and Thursday; Tuesday 7:30 AM to 7:00 PM. Hours will vary to include department coverage, occasional evening meetings and as projects require. Town Hall is closed on Friday's.

### Minimum Qualifications

1. Graduation from a four-year college or university with a degree in Business Administration, Business Management or a closely related field;
2. Minimum of five years-experience as an office manager in a municipal or business environment, including computer operation; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

### Special Requirements

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

**Purchasing Agent**

**Additional Knowledge, Skills and Abilities:**

1. Working knowledge of personal computers and general office equipment;
2. Knowledge of Massachusetts General Laws relating to municipal government, particularly the Uniform Procurement Act and other procurement laws and regulations
3. Knowledge of local municipal By-Laws including personnel;
4. Skill in developing and maintaining favorable public relations;
5. Written and verbal communication skills
6. Ability to maintain confidentiality, communicate effectively, multi-task and prioritize

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

**Signatures**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_