

City of Woburn

Purchasing Agent

City of Woburn, EOE, pop. 38,000, budget \$134M, seeks qualified candidates for position of Purchasing Agent. Please send letter and resume to Elaine Pruyne, Director of Human Resources, 10 Common St., Woburn, MA 01801 or Fax at 781-897-5959, or email to epruyne@cityofwoburn.com by January 1, 2017.

JOB SUMMARY:

The Purchasing Agent, the City's designated Chief Procurement Officer, performs various professional, managerial and administrative functions in accordance with the provisions of the State Procurement Laws. As detailed in the City's Municipal Code, Title 3, Section II, 3-18, the Purchasing Agent will provide or assist in providing the City's operating departments, including the school department, with acquiring and disposing of goods and services used to deliver the City's services and products. The work involves clarifying and defining requirements, implementing efficient procurement practices, and ensuring that contractors hired by the City comply with all applicable federal, state and local law. Additionally, the Purchasing Agent oversees the City's U.S. Mail outgoing operations, ensuring that mail is dispatched in a timely and cost effective manner, assisting departments who may have special requirements for bulk or special mailings. The Purchasing Agent's functions are performed within requirements identified by the departments served, acquisition and other administrative guidelines and laws. The Purchasing Agent is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. He/she must achieve status as a Massachusetts Certified Public Purchasing Officer (MCPPO).

SUPERVISION:

The Purchasing Agent performs varied and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's services and direction of personnel. The incumbent is required to work independently in formulating decisions regarding department policies, procedures, operations and plans. The incumbent works under the policy direction of the Mayor with considerable latitude for independent judgment, adhering to the ordinances and statutes as required. The incumbent is responsible for developing and achieving department's goals and objectives.

The Purchasing Agent supervises one or more department employees, developing job direction, assigning tasks and instructions, and monitoring/managing personnel performance.

JOB ENVIRONMENT:

Work is performed in a standard office environment. Responds to emergency situations outside normal working hours as needed.

Operates computer, printer, video display terminal, calculator, telephone, copier, facsimile machine, other standard office equipment as well as postage mailing machinery.

Makes frequent contacts with vendors, contractors, architects/engineers, other municipal department and state officials; communicates in person, by telephone and via standard reports. Contacts require persuasive and resourcefulness to influence the behavior of others.

Has access to department-level confidential information which requires the application of appropriate judgment, including a high level of ethical decision-making, discretion and professional office protocols.

Errors could result in confusion and delay, loss of department services, monetary loss, and have legal repercussions.

ESSENTIAL JOB DUTIES:

(The essential job 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 work is similar, related or a logical assignment to the position.)

The Purchasing Agent performs duties assigned, including but not limited to:

- Plans, organizes, directs and controls the City's centralized purchasing functions.
- Establishes and administers the purchasing policies of the City.
- Advises departmental managers of the best procurement methods and sources, ensuring that all purchases are made in accordance with City ordinances and state law, are open, fair, competitive and are made at the lowest costs consistent with the quality and delivery required.
- Prepares or reviews, advertises and distributes Invitations for Bid. Requests for Proposals, and Request for Qualifications.
- Receives bids and proposals, evaluates them according to established criteria and issues contracts.
- Reviews and approves all purchase orders, contracts and Department specific vendor invoices.
- Oversees and facilitates the review, including legal review, of all City purchasing and services contracts.
- Stays knowledgeable of current developments in the purchasing area (prices, market conditions, new products) and informs user departments as appropriate.
- Oversees the City's U.S. Mail outgoing operations; ensures that the mail is dispatched in a timely and cost effective manner; advises and assists departments who may have special requirements for bulk or special mailings.

- Conducts administrative functions, such as preparing and administering budgets, maintaining department files, preparing statistics and reports; evaluating employees and candidates for hire under his/her direction, providing positive feedback and negative discipline of employees he/she supervises as warranted.
- Monitors compliance by contractors with the Prevailing Wage Law on all public construction contracts by receiving certified payroll records.
- Serves on the City Safety/Loss Control Committee and on other related sub-committees or groups.
- Performs similar or related work as required, or as situation directs.
- Maintains City's insurance files and performs related administrative duties as needed.

POSITION REQUIREMENTS:

Knowledge, Skills and Abilities

- Strong knowledge of contemporary and effective procurement practices, applicable purchasing regulations, including City Ordinances and Massachusetts State Law.
- Knowledge of office procedures, practices and equipment, including Microsoft Excel and Word.
- Knowledge of MUNIS computerized accounting system.
- Knowledge of the principles of public administration with particular reference to municipal purchasing systems or equivalent experience in related field.
- Proven ability to interpret and make decisions in accordance with laws, regulations, and policies.
- Ability to enforce purchasing rules and regulations firmly and impartially, and to remain calm, concentrate and perform all responsibilities in a competent manner at all times.
- Ability to communicate effectively and efficiently orally and in writing.
- Ability to work effectively under time constraints to meet deadlines and other time-oriented goals.
- Ability to supervise department personnel and to coordinate activities of City groups as needed.
- Ability to establish and maintain effective relationships with vendors, contractors, bidders, other City employees, officials and the general public.
- Skills in the above listed office tools and equipment, including strong proficiency in the use of office automation applications, including ability to operate a keyboard and calculator at efficient speed.

Education

Bachelor's degree in business administration or related field or equivalent.
Massachusetts Certified Public Purchasing Officer designation

Experience

Verifiable procurement work experience of either five (5) or more years in the public sector or seven (7) years in the private sector, including some in a supervisory capacity; or an equivalent of the two.

Subject of background investigation, including a Criminal Offender Record Information (CORI).

NOTE: This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to revision by the employer as the needs of the employer and requirements of the job change.

32.5 Hours per week. Salary \$87,628.02.