

# Help Wanted: City of New Bedford hiring an Assistant Procurement Officer & Buyer

**Job Title:** Assistant Procurement Officer & Buyer

**Pay Grade:** M-05

**Pay Range:** \$48,421 – \$59,061

## **JOB SUMMARY**

Assists with the purchase of all supplies, services, materials and equipment for all City departments pursuant to the provisions of General Laws Chapter 30B, 149m 39 39M.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.*

□ Works closely with multiple Department Heads and staff. Primary role is to assist in the creation of IFB's, RFP's, addenda and contracts. Assists in the review and update of procurement templates when necessary to ensure compliance with all procurement laws and City purchasing policies. Confers with vendors to obtain product or service information such as price, availability and delivery schedule.

- Assists in the selection of products for purchase through research and market trends.

- Determines method of procurement such as direct purchase or bid.

- Prepares bid requests.

- Reviews bid proposals and assists in negotiations of contracts within budgetary limitations and scope of authority.

- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance and inventories.

- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors and others to determine source of trouble and take corrective action.

- Expedites delivery of goods to users.

- Maintains a variety of material – supplies, equipment and other lists of items required by City government. Maintains lists of vendors supplying said items.

- May participate in inter-local cooperative purchasing agreements with other agencies.

- Prepares bid documents, including calls for bids, general conditions, specifications, etc. for purchases requiring formal bidding procedures.

- Purchases supplies, machinery, equipment, tools, raw materials, parts, services and supplies necessary for the operation of the various departments; charges purchases to the appropriate departments.

- Works with Department Heads and follows through to ensure that materials ordered have been received, and examines condition of materials received. Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors and others to determine source of trouble and take corrective action.

- Interviews vendors in person or by telephone to obtain information relative to product, price, ability of vendor to produce product, service and delivery dates.

- Evaluates departmental needs and formulates short-and long-range plans to meet needs in all areas of responsibility,

including repairs and maintenance.

- Responds to public or other inquiries relative to department policies and procedures.

- Furnishes advice and guidance to Department Heads and/or City officials relative to assurance and structure of subcontracts in order to ensure that the City's interests are properly protected. Ensures incorporation of subcontract clauses in orders and documentation of files.

- May serve as a member of various employee committees

The duties listed above 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. The 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.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Associate's Degree in related field preferred and two years of specialized course work in bookkeeping, accounting, purchasing, business or public administration, or a related field; or any equivalent combination of education and experience.

- Considerable knowledge of contract compliance, purchasing methods and procedures; working knowledge of sources of supplies, price trends and grades, and quality of materials and equipment; working knowledge of the laws and ordinances governing the purchase of goods and services.

- Ability to analyze and process purchasing requisitions and vouchers, and make purchasing decisions accordingly; ability

to maintain complex purchasing and inventory records; ability to establish and maintain effective working relationships with employees, other departments, vendors and the public; ability to communicate effectively, orally and in writing. Ability to organize time and accomplish tasks with accuracy and attention to detail. Ability to work independently.

## **SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.

### **Licensing/Certification**

MCPPO certification or the ability to obtain certification is a prerequisite. Valid Massachusetts driver's license.

## **SUPERVISORY RESPONSIBILITIES**

Reports directly to the Purchasing Agent. Works under the general supervision of the Chief Financial Officer as part of the City's finance team.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods. The position involves physical demands such as exerting up to 10 lbs. of force and occasionally up to 100 lbs. of force, including having to lift, carry, push, pull or otherwise move objects.

*The City of New Bedford, MA is an Equal Opportunity Employer.*