

TOWN OF STOUGHTON

Procurement Officer

Department:	Procurement	Date:	September 2023
Reports to:	Town Manager	Hours Worked:	35
FLSA Status:			

Statement of Duties

This confidential position will report to the Town Manager and will oversee and manage all of the town departments procurements. Highly responsible work ensuring that the Town engages in compliance with Massachusetts Laws and regulations governing public procurement. Certified Public Purchasing Official (MCPPO)

Supervision

The Town Procurement Officer will supervise departmental staff as well as contractors and consultants. The Town Procurement Officer will report directly to the Town Manager. The Town Procurement Officer may use initiative to select methods and techniques to follow within limits of Massachusetts General Laws Chapters 7, 30, 30B, and 149.

Job Environment

The work environment characteristics 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 essential functions.

The majority of work is performed under typical office conditions. Work involves standardized tasks, developing operations and procedures, involving analysis and evaluations.

Essential functions

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.

General Duties and Responsibilities:

- Manages the development of bids, request for proposals and request for quotations in accordance with MGL 30B 30 39M, 149 and 7C. Ensures compliance with all Central Register requirements under MGL c 9, § 20A and Goods and Services requirements under MGL c 30B, § 5 & 6.
- Serve as a resource to Town Departments by providing information relative to updates on State contract information and revisions to the Town's purchasing procurement policies for Supplies and Services.
- Assist departments as needed in developing bid specifications, and advertise to solicit responses to Requests for Proposals (RFPs) and invitations to bid, in accordance with MGL 30B, 30,39M, and 149.
- Issues addenda and contract change orders;
- Conducts bid openings; reviews bids, request for proposals and request for quotations; makes recommendations concerning acceptance or rejection;

- Prepares documents for contract award; reviews submittals, makes recommendations to Town Manager for awards;
- Develops, compiles and manages documentation of each procurement;
- Manages and oversees collective/collaborative contract purchasing process;
- Analyzes procurement patterns and needs to identify opportunities for centralized purchasing of goods and/or services and cost savings;
- Negotiates to secure goods and services at most cost effective pricing for Town;
- Manages and implements Commonwealth of Massachusetts statutes and regulations as well as Town policies for public construction projects;
- May serve as liaison to contractors, vendors, designers, the Commonwealth of Massachusetts and other municipalities;
- May receive and investigate complaints and bid protests; Prepares response to bid protests;
- Develops and provides procurement training to Town staff;
- Responsible for processing and updating requisitions/purchase orders for all Town Departments using the MUNIS system
- May perform other duties as assigned;

Recommended Minimum Qualifications

Education, Training, and Experience:

- Bachelor's degree in related field such as public administration, business administration or management; equivalent experience, training, and/or education may be considered as a substitution;
- Federal or state procurement experience serving in the capacity of contracting officer or contract specialist may be substituted;
- Mass Certified Public Purchasing Officer (MCPPO);

Special requirements:

- Minimum of at least five years' comprehensive experience in public procurement and public construction;
- Minimum of two years' supervisory experience in a public purchasing;
- Demonstrated knowledge of Massachusetts public procurement statutes; MGL C7, C30, C30B, C149;
- Construction project supervision/administration experience desirable;

Knowledge, Ability and Skill

Knowledge:

- Experience in sourcing and purchasing of goods and services;
- Working knowledge of the rules and regulations, orders, policies and procedures relating to public procurement: MGL C149, C30, 39m, C30B, C7,
- Experience in development of invitations for bid, requests for proposals and quotations;
- Strong verbal and written communication skills required
- General knowledge of computers and electronic data processing.

Ability:

- Ability to handle situations calmly, promptly, and efficiently;
- Ability to attend to a number of details occurring simultaneously and prioritize tasks;
- Ability to make and explain complex decisions;
- Ability to maintain highly confidential information;

- Ability to meet deadlines and handle multiple projects effectively;
- Ability to work with minimal supervision and effectively as an individual and as a member of a team;

Skills:

- Skill in typing, using computer technology, and record-keeping;
- Self-motivated, detail oriented;
- Proficiency in Microsoft Office;
- Excellent customer service and public relations skills.

Physical and Mental Requirements

- Required to walk, stand, sit, talk, and hear; operate objects, tools, or controls;
- Lift/move objects weighing up to 20 pounds; including files, and other common office objects.
- Communicate verbally and in writing.
- Vision and hearing at or correctable to normal ranges.
- Ability to operate a keyboard at an efficient speed.

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 requirement of the job change.

TOWN OF STOUGHTON
PROGRAM ADMINISTRATOR II– PURCHASING

Department:	Procurement	Date:	8-29-2023
Reports to:	Town Manager	Hours Worked:	35
FLSA Status:	Non-Exempt		

Statement of Duties

Responsible for personally managing twenty-five vendors-- including, negotiations, service contract management, and identification of the best cost options. The Purchasing Agent is also responsible for stocking, distributing, and accounting for the most commonly used office supplies consumed by all Town departments. The Purchasing Agent will receive stock orders from departments and arrange for delivery of the materials and supplies to the Town offices.

Supervision

- Works under the general supervision of the Procurement Officer
- Performs varied, responsible clerical, bookkeeping, and accounting duties, which require frequent exercise of independent judgment and initiative
- Functions independently, referring problems to supervisor when clarification or interpretation of department policies or procedures is required.
- Exercises independent judgment and initiative
- Performs a variety of responsible functions

Job Environment

- Most work is performed under typical office conditions with occasional contact with public
- Operates a computer, general office equipment, calculator, copier, and telephone
- Makes regular contact with in house personnel and vendors
- Contact is by telephone, in person, correspondence, and personal meetings
- Errors in the application of established departmental procedures could result in monetary loss, reduced levels of service, delay in the provision of services and could have legal and/or financial repercussions for the town

Essential Functions

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.

- Identifies the twenty-five most commonly purchased goods and services
- Researches alternative vendors and/or substitute products and services
- Maintains a log containing information on vendors, contracts, product specifications, unit process, volume discounts, prompt payment discounts, inventory, and contract information
- Builds professional relationship with products and service sales representatives
- Places orders and confirms deliveries

- Performs invoice analysis, approval and entry in the Munis Accounting System in a timely fashion
- Works closely with Internal Auditor to establish best procedures and management control systems.
- Responsible for inventory control and the implementation of best practices which include but are not limited to online payments, inventory control and prompt payment discounts
- Responsible for year over year assigned vendor spending is required
- Prepares Purchasing Policy and Standard Operating Procedure.
- Explains departmental procedures, regulations, policies, and office functions
- Maintains department filing system for official records and correspondence
- Assists in the preparation of official documents such as department activity reports and state agency reports to ensure accuracy and compliance with local and state laws and policies
- Maintains detailed and accurate records pertaining to the operation of the department
- Prepares and submits written reports to supervisor as required
- Performs similar or related work, as required, or as situation dictates
- Immediately report unauthorized purchases to Town Manager

Recommended Minimum Qualifications

Education and Experience

High school diploma; Bachelors degree Public Administration, Finance, Business or related field preferred; three years of responsible experience in purchasing, procurement, accounts payable, business administration, or financial management or related field; experience in municipal setting preferred or any equivalent combination of education and experience which provides the required knowledge, skill or ability required. Must obtain Public Purchasing Certification within 18 months of employment.

Knowledge, Ability and Skill

Knowledge:

- Experience with Munis Software or fluid within 3 months
- Knowledge and experience with Municipal Accounting and Finance
- Working knowledge of municipal accounting and bookkeeping principles
- Thorough knowledge of office billing practices and procedures
- Thorough knowledge of office terminology, procedures and equipment
- Working knowledge of town government
- Working knowledge of office and financial software programs—including, Microsoft Word and Excel.

Ability:

- Ability to communicate effectively
- Ability to use a personal computer and related software
- Ability to operate a telephone and standard office equipment
- Ability to maintain detailed and accurate records and to execute and communicate instructions in a precise manner

Skill:

- Excellent planning and organizational skills
- Ability to handle multiple tasks
- Good judgment and integrity and maintenance of effective staff and customer relations
- Skill in computer use including the ability to create and maintain Excel spreadsheets.

Physical Requirements

- Occasionally move items up to 25 pounds
- Minimal physical effort generally required in performing duties under typical office conditions Position requires the ability to operate a keyboard and standard office equipment
- The employee is frequently required to maintain in a stationary position and must be able to communicate

Measurements of Success

- 10% savings from twenty-five most commonly used vendors
- Use of payment terms to earn greater savings
- Quality and consistency of monthly and quarterly reports
- Quality of service provided to internal customers
- Timeliness of entering vendor invoices

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TOWN OF STOUGHTON

Senior Clerk II Procurement Department

Department:	Procurement	Date:	September 2023
Reports to:	Procurement Officer	Hours Worked:	35
FLSA Status:			

Statement of Duties

Provides administrative, secretarial, and clerical support to department staff; the day to day operations of include assisting in the preparing and organization of procurements. Must have the ability to meet deadlines, to maintain detailed and extensive records and to prepare reports from same, organize procurement from start to completion, to communicate with the general public effectively both orally and in writing. This position will also be cross-trained to assist in other departments when necessary

Description of job role/Essential functions

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.

Assists in the development and organization of Requests for Proposals, (RFP) and Requests for Quotes, (RFQ), Invitation for Bids, (IFB) and Invitation for Quotes, (IFQ) within the Town in accordance with federal and state requirements.

- Assists the Procurement Officer in carrying out all major functions in a professional and efficient manner.
- Supports in reviewing and organizing procurements issued through the department
- Advertises bids, proposals, quotes in required manner with state statutes.
- Issues bid addendums and assists in bid openings, reviews documents for accuracy.
- Enter/assist with entry and or approve purchase orders, change orders and new vendors for all departments within the Town.
- Reviews Certificate of Liability Insurance, Payroll Reports, Bonds/Bids for accuracy, and work with vendors, suppliers, and staff to confirm Town standard requirements are met.
- Performs other duties as assigned.

Supervision

Works under the general supervision of the Procurement Department. Performs a variety of responsible duties according to department policies and procedures; work requires the application of independent judgment to develop organizational office procedures when working alongside Procurement Officer. May utilize initiative to complete work assignments. New or unusual assignments may require additional instruction and supervisory review. Unusual situations, requiring clarification of policies or procedures are referred to the Procurement Officer.

Job Environment

The work environment characteristics 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 essential functions.

Work is performed under typical office condition; work environment is at times moderately noisy with interruptions. Employee has frequent contact with the public in person, by telephone, in writing and by email. Has access to department-level confidential information, the application of appropriate judgment, discretion and professional office protocols is required.

Recommended Minimum Qualifications

Education and Experience

Minimum Education and Experience

- High school diploma or equivalent plus at least four (4) year's experience in office setting; or an equivalent combination of education and experience.
- Must be proficient with Microsoft Office.
- Ability to: Communicate effectively orally and in writing with various audiences including public officials and the general public, handle multiple tasks, determine priorities and meet deadlines, maintain accurate and detailed records; maintain knowledge and skill in utilizing software programs, recognize Department priorities and work cooperatively and collaboratively to support their accomplishments.
- Skill: Organization, writing, interpersonal/collaborative communication, resourcefulness and discretion; computer skills that encompass effective use of work processing, spreadsheet, presentation, email, internet browser

Preferred Education and Experience

- Associates degree or higher degree with a major in business administration, business management or public administration experience.
- Experience in a municipal setting and in dealing with the public, strongly preferred.
- Experience with MUNIS software preferred.

Knowledge, Ability and Skill

- Excellent organizational, communication and office skills (including MS Office)
- Strong word processing and data-entry skills
- Capable of organizing projects from start to finish
- Proficient in time management
- Ability to meet and deal with the public and other town officials professionally and effectively.

Physical and Mental Requirements

Sit, stand and walk for hours in a work day

Lift/carry files (up to _____ pounds)

Fine manipulation of left and right hands

Use of computer, calculators, telephone systems, photocopiers

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