TOWN OF FRAMINGHAM
MASSACHUSETTS

RFP#16-62
January 6, 2016

NOTICE OF VACANCY
January 6, 2016

POSITION: **Capital Procurement Administrator**

DEPARTMENT: **Public Works**

SALARY: **M-5 $51,061 - $61,012**

HOURS: **Monday – Friday 8:00am to 4:30pm**

Statement of Duties:
Performs professional and administrative work in managing the procurement and contract functions for the Department's operational and capital needs in compliance with Federal, State and Local Laws and regulations; performs all other related work as required.

Essential Functions:

- Drafts and assembles Invitations for Bid, Requests for Proposals and Requests for Qualifications.
- Obtains prevailing wages from the Commonwealth of Massachusetts.
- Advertises and distributes bid documents in accordance with M.G.L. Chapters 7, 30B, 30-39M and 149.
- Accepts and reviews bid submittals *including performing reference checks when necessary*.
- *Conducts bid openings, prepares and disseminates apparent bid results.*
- Drafts and issues Notices of Award.
- Maintains accurate plan holder's lists for all bids.
- Prepares and processes all contractual agreements, amendments, *task orders* and change orders through the execution process.
- Conducts all communication with vendors/contractors regarding projects in procurement status.
- Creates and maintains procurement schedule and deadlines for all projects through the completion of the procurement cycle.
- *Works closely with Public Works Departments to develop contract specifications including market research, analysis of past spending requirements and review of past contract performance .*
- *Work closely with Public Works Departments to conduct 'reasonable investigation' in the renewal process for contracts.*
- *Assists in the evaluation of sole source procurements.*
- *Reviews spending trends to identify possible procurement opportunities.*
- Drafts and compiles technical specifications for procurements.
- Enters purchase order requisitions and tracks status through execution.
- Reviews, edits and approves all bid documents prepared by hired consultants or outside sources.

- Creates and maintains project files including contract, bonds, insurance certificates, plans, specifications, correspondence, field reports and photographs.
- Manages insurance and bond documents and ensures compliance with Town mandated coverage.
- Maintains an accurate filing system for all invoices, reports, purchase orders, contracts and other pertinent financial information.
- Performs similar or related work as required.

Education, Training and Experience:
Bachelor's Degree in Public Administration, Business, or related field; three (3) to five (5) years of related experience; or any equivalent combination of education, training, and experience. Mass Certified Public Purchasing Officer (MCPPO) *preferred or candidate must obtain within six months* of appointment.

Knowledge, Ability and Skill:
Knowledge: Strong knowledge of contemporary and effective purchasing practices, applicable purchasing regulations. Knowledge of Massachusetts public procurement statutes. Familiarity with contracts and pricing options.

Ability: Able to communicate effectively and efficiently verbally and in writing and to work effectively under time constraints to meet deadlines. Ability to coordinate and to establish and maintain effective working relationships with vendors, contractors, bidders, other town employees, officials and the general public. Ability to perform in a fast-paced office environment. Ability to problem solve and work independently.

Skill: Comprehensive skill in development of invitations for bid, requests for proposals and quotations; self- motivated, detail oriented; able to work with minimal supervision and effectively as an individual and as a member of a team. Strong verbal and written communication skills. High attention to detail and strong organizational skills.

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

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Supervision Scope: Performs varied responsible duties requiring initiative and independent judgment in the planning, administration and execution of the department's services; incumbent is required to work independently in formulating decisions regarding department policies, procedures, operations and plans.

Supervision Received: Works under the general direction of the Assistant Director of Public Works in accordance with department policies and procedures.

Supervision Given: May, on occasion, exercise technical and administrative supervisory oversight over full and part time employees.

Job Environment:

- Work is performed in a typical office environment, operates standard office equipment including computers, telephones.
- Makes frequent contact with vendors, contractors, and other department employees; communicates in person, by telephone, email and in writing.
- Has access to department related confidential and/or sensitive information
- Errors in judgment could result in delays or loss of service, monetary loss, and have legal or financial repercussions.

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.

Please visit our website:

https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.