

Procurement and Project Coordinator

Department: Central Services

Division: N/A

Appointing Authority: Director of Municipal Finance

Grade: 3

Revision Date: 11/19

Bargaining Unit: NR

Definition

Performs technical, analytical, responsible routine or complex administrative work to provide procurement and wide ranging project tasks, communications or support for the efficient procurement of goods and services or in support of the operation of city administration, functions and programs; all other related work that is logical to the position as required.

Supervision

Requires high degree of individual judgment and initiative with supervision and general direction from the Director of Municipal Finance or designee following city and State rules, regulations and policies; complete assigned tasks according to a prescribed time schedule.

May supervise, direct work and/or provide basic training of volunteers, Interns and/or clerical staff, if assigned.

Environment

Minimal physical effort required in performing duties under typical busy office conditions. Operates standard office equipment. Noise levels are usually quiet to moderate.

Performs varied and highly responsible duties and functions requiring independent initiative and judgment to ensure compliance with all applicable Federal and State laws, rules, regulations, and city policies, procedures and methods.

May have access to and control of highly confidential city-wide records subject to non-disclosure or limited disclosure pursuant to statutory or departmental prescript.

Makes regular contact with the general public; other city departments, officials, boards and committees; employees; State and Federal officials or agencies, outside organizations, vendors, contractors; and other business, legal and civic leaders.

Errors in judgment, duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, legal or financial repercussions, waste of public funds, and lower standards of service for the city.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Procurement

Pursuant to Greenfield Home Rule Charter Article 3-2(c) is the Mayor's designee as assigned being responsible for buying, purchasing, renting, leasing, otherwise acquiring all supplies and all services for all departments and activities of the City and including all functions that pertain to the obtaining of a supply or a service, including description of requirements, selection and administration. Specifically and as assigned:

- Prepares independent cost estimates, purchase requisitions for materials, supplies and equipment for approval such as Request for Proposals (RFP), Invitations to Bid (ITB), Request for qualifications and quotes including preparation of all ancillary materials in conjunction with competitive solicitations including advertising, vendor communications, required forms, et al;
- The preparation of complex procurements, cost and price analyses, including develop scoring methodology and evaluation criteria associated with requests for proposals and qualifications as well as summarizing and tabulation of received bids with recommendation forwards to Mayor;. Reviews vendor contract.
- Prepares for review, posts and releases public advertisements, quote requests for small purchases, identifies and develops sources and achieves competition;
- Assists in the development and implementation of purchasing processes and procedures; ensures compliance.
- Assists in physical inventory counts of materials, supplies and equipment for reconciliation including phones, copiers and postage meters; maintains all current procurement and contract files and/or database(s);
- Monitor and submit for payment telephone, copier and postage invoices.
- Prepares and documents surplus property dispositions;
- Surveys and queries departments and properties for estimated quantities, specifications and scopes for work;
- Arranges for efficiencies and cost saving measures that may include bulk purchasing, Just In Time delivery services, drop shipments, usage of purchasing consortiums, streamlined requisitioning processes, electronic ordering and communications, preferred vendor listings, etc.
- Maintains professional contacts and resources with other agencies and non-governmental organizations and businesses to share purchasing information relevant to the city's operation.

Projects

As directed and assigned assists in managing and coordinating efforts relative to the initial planning, commencement and/or completion of major and minor projects. May review procedures and plans for projects including timetables and completion dates. May plan and coordinate special projects as directed by the Mayor or Director of Municipal Finance. Assists city departments and external groups on matters affecting special projects.

May require on-site meetings with contractors for pre-bid walkthroughs and/or to meet to review status of projects

Performs administrative duties, including but not limited to gathering statistics or conducting surveys related to the purchase of supplies and services. ;

Utilizes appropriate procedures in contracting for services and supplies to ensure success of program activities and projects. Advises project personnel on applicable city policies or procedures that may impact or apply to them.

Coordinates department activities and projects with other municipal departments. Works with and assists other departments to develop grant applications and comply with grant requirements.

Other duties as assigned by the Mayor and Director of Municipal Finance.

Recommended Minimum Qualifications: (Any combination of education and experience that would have provided the required knowledge and skills that enables performance of all aspects of the position is qualifying.)

Education and Experience: Bachelor's degree in administration, management, accounting, business or related field preferred. Be certified or become a designated Massachusetts Certified Public Purchasing Official (MCPPO) within one-year of hire for goods, services and design / construction categories. Computer experience including general office software applications, spreadsheets and database management. Three years office experience and preferably in a municipal or governmental setting and in dealing with the public strongly preferred.

Knowledge, Ability and Skill: Understands basic government fund accounting as it applies to procurement activity. Personal compliance with MA Ethics Commission requirements and acknowledgments required by statute (G.L. 268A) and city policies.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs.

Must possess a high level of interpersonal skills to handle sensitive and confidential situations or information with considerable knowledge of the rules, regulations, procedures and functions of the office. Knowledge of the Greenfield community preferred. Position continually requires tact, diplomacy and the ability to interact in a positive and effective manner with a wide variety

of individuals, including the general public, employees, city, state and federal leaders or personnel; vendors and individuals at all levels of authority. The position requires the use of considerable independent thinking, analysis, facilitation, judgment, as well as the ability to collaborate and influence others. Strong administrative, organizational, communication skills in a multi-task environment; Ability to plan, delegate, and work independently with ability to engage in strategic thinking, resource management, managing change. Must perform all aspects of job responsibilities with honesty and integrity.

Ability to perform projects and assignments on the basis of general outlines or directions without specific instructions as to details, and to perform continuing assignments independently. Ability to prepare routine correspondence, reports and analyses and to communicate effectively orally and in writing; ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail; ability to meet deadlines and work effectively in pressure situations in a multi-task environment.

Comprehensive knowledge of principals and techniques for public procurement programs, knowledge of purchasing, inventory control and inventory information systems. Ability to understand and perform mathematical calculations efficiently and accurately; comprehend and make inferences from written material; learn job-related material primarily through oral and written instruction and observation.

Performs varied and responsible duties requiring knowledge of city operations and the exercise of judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

Physical Requirements

Frequent sitting, talking, hearing and mental concentration for prolonged periods required; frequent use of hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms in operating/using various office equipment; occasionally required to lift or move records or objects of up to 15 pounds; specific vision requirements include close vision for extended periods of time at computer monitor, and ability to adjust focus, color vision and depth perception. Must be able to communicate verbally and in writing and be understood clearly; ability to operate a personal computer or other keyboard device utilizing a windows environment and to operate a keyboard and standard office equipment at efficient speed.

Special Requirements: Must successfully pass CORI/SORI checks. Must have a valid Class D Driver's license. Must be certified or obtain and maintain Massachusetts Certified Public Purchasing Official (MCPPO) within one-year of hire for goods, services and design / construction categories.

(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 change by the employer as the needs of the employer and requirements of the job change.)

Approved:



Human Resources Director

11-19-19
Date

Revision History: Initial 4.17, 11/19



Mayor



Department Head