



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

May 9, 2017

JOB # 2017-012

ROOM 306

HUMAN RESOURCES

PLEASE POST
ANTICIPATED OPENING

POSITION: **CITY PURCHASING AGENT**
Purchasing Department

HOURS OF WORK: **19 hours per week**

SALARY: **Salary to be negotiated**
(Administrative & Professional positions salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Purchasing Agent reports to the City Auditor/Finance Director and serves as the chief procurement officer for the City. Directs Central Purchasing Department by insuring the City engages in cost effective purchasing procedures and contract management and is in compliance with Massachusetts Laws governing procurement of municipal supplies, services, materials, equipment and construction projects, telecommunications and utilities. Serves as an advisor to City Departments engaged in purchasing activity; oversees Invitation to Bid and accepts or rejects recommendations in the awarding of Contracts.

Serves as liaison to regulatory agencies, vendors, contractors, engineers, and architects. Receives, investigates, and mediates complaints and represents the City in bid protests brought under the terms of Massachusetts General Laws, Chapter 30B. Administers intergovernmental purchasing agreements in cooperation with other agencies. Prepares/supervises the review of requisitions, decision or method of procurement, and processing of purchase orders. Provides procurement training to departments as needed. Works cooperatively with the Auditors Office in payment of invoices. Maintains, records, prepares reports, and performs related work as required.

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.



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QUALIFICATIONS:

Excellent management skills and a proven record of accomplishment along with demonstrated knowledge of accepted standards in the areas of the General Statement of Duties and Responsibilities as stated. Proven ability to work cooperatively with diverse agencies, groups, and interests.

Demonstrated computer literacy with P.C. and desktop terminal experience using word processing, spreadsheet software, and networked databases. Prior experience representing a municipality or like government procurement experience, with respect to construction and Massachusetts General Laws, Chapter 30B.

Bachelor's Degree in Business Administration or graduate level training in Law or Public Administration is preferred. Certification or certifiable as a Massachusetts Certified Public Purchasing Official is desirable. Understanding of public school procurement issues desirable. Knowledge and promotion of environmentally recycled procurement policy preferable.

PHYSICAL REQUIREMENTS: Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City (which may include evening meetings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Workday may exceed more than seven (7) hours. Attendance is mandatory.

CLOSING DATE:

OPEN UNTIL FILLED

ADDRESS COVER LETTER/RESUME AND APPLICATION TO:

**Denise McClanahan, HR Director
City of Haverhill
4 Summer Street, Room #306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2017-012 WHEN APPLYING ONLINE.