

Administrative Assistant / Procurement/Purchasing Coordinator

Definition

Administration support for the procurement and purchasing work for the Town; work assisting the Assistant Town Administrator to discharge duties of the office; all other related work as required.

Supervision

Works under the general supervision of the Assistant Town Administrator, following department rules, regulations and policies. The employee works as instructed and consults with the supervisor on all matters not specifically covered in the guidelines or instructions.

Essential Job 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.

- Administer, process and maintain all procurement, purchasing & contracts including bid documents, legal advertisements contracts for non-bid projects; coordinate the disposition of surplus property and real property through an IFB process; facilitate the IFB/RFP process, bid conferences, public bid loggings, bid correspondence and issuance of addenda all in accordance with state statutes and regulations. Serve as centralized communications with all parties involved.
- Coordinate and maintain all procurement files as mandated by Ch. 41 §57 and the Commonwealth's retention schedules. Compiles reports concerning purchasing activities to comply with the Commonwealth's reporting requirements.
- Maintain portions of the Town website, including posting links that are accessible to bid listing. The bid postings will include active bids and solicitations and a history of award information for public record reference.
- Contract administration including assistance in the drafting of contracts, collection of bonds and insurance, and contract updates. Maintain contracts and coordinate the IFB/RFP process accordingly.
- Assists all departments in the procurement process.
- Maintains confidential information
- Performs clerical and administrative duties for the department as directed.
- Attends meetings as directed.
- Cross-train as directed in all areas of the Board of Selectmen/Town Administrator's Office and perform tasks as assigned.
- Performs other similar or related duties as required, or as situation dictates.
- Processes various forms, applications, reports and other types of information.
- Consistent, regular attendance in the workplace is required.

Recommended Minimum Qualifications

Education and Experience:

Associate Degree in Business Management or related field; three to five years of office experience and interacting with the public; experience in municipal government preferred; or an equivalent combination of education and experience.

Special Requirements

Must be able to attend and successfully complete the MA MCPPO training and maintain certification.

Knowledge, Ability & Skill: Working knowledge of office practices and procedures and office equipment. Working knowledge of municipal operations and town departments and offices. Knowledge of related software applications. Knowledge of Massachusetts General Laws.

Ability organize and maintain administrative and statistical records. Ability to accurately organize, plan and complete tasks in compliance with deadlines. Ability to deal tactfully and appropriately with the general public and town departments, and assist others in an effective manner. Ability to maintain confidential information. Ability to use office machines, including adding machines, computers, printers, video display terminals, telephones, copiers, calculators and fax machines at efficient speed.

Skill with computers and related software applications. Must possess strong communication, customer service and organizational skills.

Physical Requirements

Minimal physical effort required to perform duties under typical office conditions. The employee is frequently required to sit and talk or listen, use hands to operate equipment and occasionally lift boxes weighing up to 30 pounds. Visual requirements include the ability to read routine and complex documents and view a computer monitor. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the need of the employer and requirements of job change.