

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
488 Chapin St., Ludlow, MA 01056
(413) 583-5600, x1239
HRJobs@ludlow.ma.us

**** EXTERNAL POSTING ****

Title:	Chief Procurement Officer	Classification:	Exempt; Non-Union Benefited
Department:	Board of Selectmen/Accounting	Grade: GL-III	Salary: \$57,937-\$79,666
Reports to:	Town Administrator	Effective Date:	July 1, 2022

GENERAL SUMMARY

The designated Procurement Officer is responsible to perform varied and detailed duties to ensure regulatory compliance with purchasing operations and ensure efficient and effective municipal operations. The Procurement Officer is required to procure supplies and services as authorized and required under the Uniform Procurement Act, including real property transactions, and disposal of surplus supplies, and all other related applicable laws.

KEY RESPONSIBILITIES

(The essential functions listed below are intended only as examples 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.)

- Administers all purchasing-related activities to procure materials and services in a cost-effective, high quality, and timely manner to ensure optimum results in an honest, fair, and ethical manner.
- Coordinates the procurement process for supplies, equipment, services, and design and construction projects and services, including working with departments or committees to prepare initial scopes of work; writes bid specifications, advertises to solicit responses to requests for proposals/invitations to bid in accordance with MGL 30B, 30, 7C, 39M, and 149; analyzes bid results and evaluates proposals; working with department heads, the Town Administrator, and BOS to draft, negotiate, and award contracts; and maintains procurement records.
- Along with the Town Administrator, negotiates vendor terms and prices; has working knowledge of budget and scheduling requirements; create and maintain bid documents, contracts, and all documentation and reporting required under Massachusetts General Laws.
- Provides contract administration support to departments, including assistance with reviewing contractor performance, developing contract modifications and investigating reports of contract discrepancies or noncompliance.
- Ensures contractor compliance with all federal, state and local regulations including management of prevailing wage, insurance, and associated contract documentation. Monitor certified payrolls for all town construction projects.
- Tracks the status of all procurement and contracting activities, including but not limited to dates for each part of the procurement process (date advertised, deadline for responses, award notification, contract signing, contract start and end dates, etc.), solicitation responses/results, contact information for primary contract staff, project/contract budgets and funding sources, and other key information to assist the Town in procurement and contract management. Maintains index of all fully executed contracts. Maintains all bid document records including bids, bid tabulations, advertisements and addenda. Disposes of all bid document records per state law.
- Accepts and opens all bid documents in accordance with statutory requirements and produces procurement-related correspondence such as award/rejection letters, return of bid deposits, and letters of consideration to be presented to the awarding authority.
- Assists departments by checking references on potential vendors.
- Coordinates pre-bid sessions and pre-construction meetings, respond to questions concerning the bidding process, and issue addenda as required to all registered bidders.
- Oversees the administration of the Town's many real property agreements in consultation with Town Counsel. Such agreements include license agreements, lease agreements, concession agreements, and other agreements with Town entities, state and federal agencies, and private entities concerning a variety of properties.
- Serves as expert resource to departments; issues memoranda regarding updated state contract provisions/requirements, develops and revises town-wide Procurement Policies as appropriate and provides training on the Policy.
- Works with Department Heads to dispose of surplus supplies, vehicles and personal property in accordance with MGL C 30B and Town's policies.

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- Coordinates responses to public records requests that relate to procurement files and activities.
- Approves all MUNIS requisitions that meet MGL procurement thresholds. Reviews all requisitions submitted by departments for purchase order accuracy, cost efficiency and proper accounting identification. Investigate sources of supply for prices and conducts comparative cost surveys.
- Work with Town Administrator and Department Heads in applying for grant funding when available.
- Performs other similar duties as assigned or directed by the supervisor or designee.

MINIMUM QUALIFICATIONS

Qualified candidate must have a Bachelor's degree from four-year college or university with major coursework in finance, business administration, public administration or procurement or other related field; four to six years of experience in general or municipal purchasing; or equivalent combination of education and experience. This position requires designation as a Massachusetts Certified Public Purchasing Official, or the ability to obtain full certification within one (1) year of hire. Must be proficient with use of Combuys website. Knowledge of MGL relating to municipal government, particularly the Uniform Procurement Act and other procurement laws and regulations. Candidate must be able to read, analyze, and interpret financial reports, and legal documents; possess excellent Skills in developing and maintaining favorable public relations; ability to maintain confidentiality, communicate effectively, multi-task and prioritize. Must be available to occasionally attend night and weekend meetings. Candidate is subject to passing a CORI, pre-employment physical and drug test.

SUBMISSION DEADLINE

Interested candidates must submit a **resume, cover letter and completed Town of Ludlow application** (available on Town website) by email to HRJobs@ludlow.ma.us. Applications will be accepted until position is filled. Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.