

JOB TITLE: ASSISTANT PROCUREMENT OFFICER

The Springfield Water and Sewer Commission (SWSC) is seeking highly motivated and innovative candidates to work as the **Assistant Procurement Officer**. This confidential position is responsible for assisting in the oversight and management of the Springfield Water and Sewer Commission's Procurement Office. Responsibilities include ensuring the Commission engages in cost effective purchasing procedures and is in compliance with Massachusetts Laws governing public procurement.

This position will perform a variety of tasks to meet departmental goals, including development of bids, request for proposals and invitations for bids, review specifications, draft contract terms and supplemental conditions, assist Departments in procurement related matters; performs duties assigned by the CPO.

About SWSC: SWSC was established in 1996 as an independently operated and managed regional water and wastewater utility that provides retail and wholesale water and sewer service to approximately 250,000 customers across multiple communities in the lower Pioneer Valley. The SWSC has approximately 250 employees that operate and maintain a system of one thousand miles of water and sewer pipe, treatment plants, reservoirs, watershed land, dams, and other critically import infrastructure that serves the public.

Mission Statement: SWSC's mission is to provide an uninterrupted, high-quality supply of water to our customers, to collect and treat wastewater, and return clean water to the environment. www.waterandsewer.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares bid packages in accordance with Federal and State requirements for goods and services and construction related projects for the Commission.
- Advertises bids in the required manner in various publications including the Commonwealth's Central Register and the Goods and Services Bulletins.
- Issues bid addendums and contract amendments/change orders.
- Conducts bid openings; reviews and issues bids, requests for proposals and requests for quotations; makes recommendations concerning acceptance or rejection.
- Reviews and approves requisitions, and contracts for multiple vendors. Enters and maintains data in all automated procurement systems utilized by the department.
- Acts as a liaison between the Procurement Office and other Commission departments, as well as outside vendors, businesses and community organizations.
- Receives and investigates complaints and bid protests.
- Assists with the development and maintenance of departmental policies and procedures.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Significant knowledge of management principles applicable to local government or business.
- Demonstrated knowledge of Massachusetts public procurement statutes; MGL C149, C30, C39m, C30B, C7, S38a-o.
- Knowledge of Massachusetts COMBUYS website.
- Comprehensive experience in development of bids.
- Strong analytical skills and decision-making capacity.
- Strong problem solving skills.
- Ability to work independently.
- Strong ability to manage complex workloads and firm deadlines.
- Ability to carry out difficult people related tasks.
- Expert computer software user.
- Ability to express oneself clearly and concisely both orally and in writing.
- Limited public speaking is expected.

EDUCATION AND EXPERIENCE:

Bachelor's degree with major course work in business administration or related fields.
A minimum of five (5) years to ten (10) years of professional procurement experience and two (2) years of supervisory and/or management experience.

Certification as Massachusetts Certified Public Procurement Official (MCPPO) required within the first year.

TECHNOLOGY, EQUIPMENT, SYSTEMS AND TOOLS:

Requires advanced computer skills in Microsoft Office Suite, such as Outlook, Word, and Excel. Experience with Access, PowerPoint preferred.

Qualified candidates should send their resume, cover letter and salary requirements to Stephanie.douglass@waterandsewer.org.

EOE/AA