



**JOB POSTING – June 27, 2024  
DEADLINE- Until Filled**

**Job Title: Chief Procurement Officer**

**Department: Purchasing**

**Reports to: Mayor**

**Job Summary:**

Perform professional, administrative, and supervisory work in the purchase of supplies, services, and equipment by directing procurement, contractual services, disbursement, and warehousing programs.

**Appointment and Residency:**

- Appointed by the Mayor, subject to confirmation by the City Council, for an initial term of three (3) years, and subsequent terms of office of four (4) years.
- The Chief Procurement Officer must be a resident of the City of Holyoke.

**Supervisory Responsibilities:**

- Performs responsible duties requiring initiative and independent judgment
- Supervises other departmental employees

**Duties/Responsibilities:**

- Procure supplies and services
- Receive requisitions from city departments, boards, and commissions
- Inspect purchases
- Maintain inventory
- Make rules and regulations regarding purchases and contracts
- Certify bills
- Review requisitions for the purchase of goods and services
- Ensure that items to be purchased are budgeted
- Publishes invitations to bid for requisitions over \$50,000, reviews and examines bids received
- Determines vendors
- Awards contracts
- Ensures contract compliance
- Works with vendors to meet the changing needs of the City
- Seeks new vendors and products to meet the needs of the City
- Acts as liaison between vendors and city departments and counsels departments on purchasing solutions.

*The essential functions or 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.*

**Required Skills/Abilities:**

- Satisfactory knowledge of effective purchasing practices and applicable purchasing regulations.
- Knowledge of Massachusetts public procurement statutes.

- Skill in development of invitations for bid, requests for proposals and quotations
- Knowledge of invoicing and vendor sourcing
- Familiarity with contracts and pricing options.
- Able to communicate effectively and efficiently orally and in writing
- Ability to maintain effective working relationships with vendors, contractors, bidders, other city employees, officials, and the public.
- Excellent negotiation skills.

**Experience required:**

- Five (5) years of experience as purchasing director, assistant purchasing director, or similar position in a comparable organization.

**Experience preferred:**

- Five years of supervisory experience in public sector purchasing experience preferred

**Education, certification, licensure, or other similar requirements:**

- Bachelor's degree in business administration or related field preferred
- *Certification as Massachusetts Certified Public Procurement Official (MCPPO) required within the first year.*

**Job Environment:**

- Work is performed in a typical office environment
- Operates standard office equipment including a computer and telephone
- Makes frequent contact with vendors and contractors in person, by phone, and in writing
- Has access to department-related confidential and/or sensitive information
- Errors in judgment could result in delays or loss of service, monetary loss, and have legal or financial repercussions.

**Physical Requirements:**

- Employee is regularly required to walk, stand, sit, talk, and hear; use hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects.
- The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books.
- Certain tasks require the ability to view computer screens for extended periods.

*The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Fair Labor Standards Act (FLSA) status:** Exempt (salary)

**Employment status & Hours:** Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

**Salary/Pay rate:** \$ \$71,760.86 (minimum) up to \$ 94,903.74 (maximum) per year (Grade 12, PSA)

**Employee Benefits:** Health, Dental, Life Insurance, Optional Vision, Flexible Spending Account (FSA) and Short-Term Disability

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.

**How to Apply:** Please send resume and cover letter to [Personnel@holyoke.org](mailto:Personnel@holyoke.org)

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