



City of Holyoke
Purchasing Department
Full-Time Assistant Chief Procurement Officer
JOB POSTING – August 27, 2025 - September 10, 2025

Position Purpose/Summary: This confidential position is responsible for assisting in the oversight and management of the city's procurement office that includes Accounts Payable. Work is performed under the supervision of the Chief Procurement Officer.

Essential Functions:

- Assist with the day-to-day workload of the department.
- Prepares bid packages in accordance to federal, state and City requirements for goods and services and construction related projects for the City.
- Advertises bids in the required manner in various publications including commbuys, Central Register the Goods and Services Bulletins, City website and local newspapers.
- Issues bid addendums and contract amendments/change orders.
- Conducts bid openings; reviews bids, requests for proposals and requests for quotations; makes recommendations concerning acceptance or rejection.
- Reviews and approves requisitions, and contracts for multiple departments. Initiate and generate contracts using digital signing software.
- Purchase Order Processing and Maintenance
- Performs related work as required including AP functions.

Knowledge, Skills, and Abilities:

- Significant knowledge of management & accounting principles applicable to local government or business.
- Strong analytical, Problem-solving skills and decision-making capacity.
- Ability to work independently in a fast-paced environment.
- Strong ability to manage complex workloads and hard deadlines.
- Strong oral and written communication skills.

Education and Experience:

- Bachelor's degree with major course work in business administration or related fields.
- Three (3) to five (5) years of professional procurement experience and two years of supervisory and management experience.
- General knowledge of Massachusetts public procurement statutes; C149, C30, 39m, C30B, C7, S 38a-o
- Experience in development of bids

Special Necessary Qualifications:

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

Technology, Equipment, Systems, and Tools (where applicable):

Requires computer skills in Microsoft Office Suite, such as Outlook, Word, and Excel. Experience & ability to learn Google Suite, MUNIS, digital signing platforms.

Employment status & Hours: Regular Full-Time, 35 hours per week (Monday - Friday, 8:30 a.m. to 4:30 p.m.)

Pay Rate: Anticipated \$58,680.00 - \$70,407.00 and max \$82,135.00/year for current city or internal employees

Employee Benefits: Health, Dental, Vision, Life Insurance and Flexible Spending Account (FSA)

Please apply on Indeed.com