

Director of Procurement - (210001S5)

Official Title: Administrator V

Functional Title: Director of Procurement

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Accounting and Finance

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Feb 25, 2021, 9:09:27 AM

Number of Openings: 1

Salary: \$38,067.12 - \$96,429.86 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Director of Procurement at Department of Housing and Community Development reports to the Chief Financial Officer in DHCD's Office of Administration and Finance. This position is responsible for the development and management of the departments' procurement policy and process, as well as procurement planning and encumbrance management for all administrative, operational and professional services and for all goods and commodities purchased by any of DHCD's 5 program divisions. This includes incidental purchases as well as goods and services available on existing state wide contracts and those that require a full procurement effort Request for Proposal (RFR), evaluation and selection. The incumbent works closely with senior management throughout the Agency assisting in the procurement and contracting process from developing, and drafting RFR's, to assisting on selection committees, through contract execution. This position will also from time to time be called upon to assist with various operational duties as back up to the Procurement / General Services Manager.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Provide technical assistance to Divisions developing procurements to ensure adherence to required content and structure, and procurement regulations.
2. Manage efforts for individual large scale procurements including participation as a team member.
3. Review, approve and post documents and files on COMMBUYS and manage DHCD's COMMBUYS activity consistent with Operational Services Division (OSD) policies and procedures.
4. Develop and maintain Agency-wide goods and services procurement policy and annual procurement plan.
5. Serve as liaison to the Operational Services Division, the Office of the Comptroller and other entities as required.
6. Review requisitions for goods and services to determine appropriateness and procurement methodology.
7. Performs various Operations related duties in a back-up capacity as needed.

PREFERRED QUALIFICATIONS:

1. Knowledge of the techniques of RFR writing and response evaluation.
2. Knowledge and experience of state purchasing and contracting regulations.
3. Ability to apply complex regulations to Purchase of Service (POS) procurements.

4. Ability to manage, coordinate and oversee submissions in response to RFPs and grant solicitations.
5. Ability to maintain procurement files.
6. Ensure compliance with Commonwealth's rules regarding "fair practices" in procurements and solicitations.
7. Knowledge of state budgetary expenditure classification handbook and object code descriptions.
8. Knowledge of COMMBUYS, Massachusetts Management Accounting and Reporting System (MMARS), Commonwealth's Information Warehouse, Microsoft Word, Access, Excel and PowerPoint, E-mail and Internet.
9. Strong interpersonal skills and the ability to communicate concisely and clearly in both written and verbal form.
10. Ability to understand, explain and apply the provisions of policies, procedures, regulations and guidelines.
11. Ability to gather, analyze, and determine applicability of information and data from diverse sources.
12. Skills in organizing and coordinating the work of others to achieve a goal.
13. Ability to work tactfully with others and in maintaining harmonious working relationships.
14. Skills in organizing and documenting business processes.
15. Ability to design and implement monitoring and tracking processes.
16. Ability to manage multiple projects effectively and to work independently with minimal supervision.
17. Ability to multi-task and adjust to changing priorities in a fast-paced environment.

MISSION STATEMENT:

Department of Housing and Community Development (DHCD) is within Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS:

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

PRE-OFFER PROCESS:

A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, professional internship, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management or (B) any equivalent combination of the required experience and substitutions below.

Substitutions:

- I. A certificate in a relevant or related field may be substituted for one (1) year of the required experience.
- II. A Bachelor's degree in a related field may be substituted for two (2) years of the required experience.
- III. A Graduate degree in a related field may be substituted for three (3) years of the required experience.

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required experience.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Marjorie Lalli - 6175731254

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=210001S5>