



Job Title: Director of Purchasing/Purchasing Agent

Department: Purchasing

Hours: Monday – Thursday, 8:15am – 5:00pm, Friday, 8:15am – 12:15pm

Salary: \$79,662 Annual Salary plus benefits. This is a union position.

DEFINITION:

The Director of Purchasing works closely with all departments within the City to acquire goods and services. The incumbent provides guidance to and assists City employees with the procurement process. The Director of Purchasing ensures that City adheres to rules, regulations and best practices with regard to purchasing.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type 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 logically assigned to the position.

- Provides daily supervision and oversight to office staff and scheduling of daily tasks.
- Provides, information, guidance and assistance to City and School employees with regard to the procurement process.
- Assists with the creation and dissemination of Request for Quotes (RFQ's) and Requests for Proposals (RFP's).
- Reviews quotes and proposals to ensure that they are accurate and conform to the rules and standards set forth in the RFQ's and RFP's.
- Reviews, approves and processes all purchasing requests.
- May represent the City at public meetings, external conferences and events.
- Prepares and manages the annual budget for the Purchasing Department.
- Performs other related duties as required.

SUPERVISION RECEIVED:

The incumbent works largely independently and receives general instruction and guidance from the Mayor. This person should seek clarification for only the most complex or non-routine tasks.

QUALIFICATIONS:

- Revere residency strongly preferred.
- Minimum of five (5) years of related experience ideally within a municipality; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Minimum of three (3) years of supervisory experience required preferably within a municipal environment.
- Bachelor's degree preferred.
- Ability to speak Spanish preferred.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Knowledge of federal, state and local ordinances related to municipal purchasing.
- Knowledge of best practices in the field municipal purchasing.

Abilities:

- Ability to deal effectively, tactfully, and appropriately with others.
- Ability to work well with diverse constituents.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow and provide written and oral directions and instructions.
- Ability to form effective working relationships within and outside the City.
- Ability to formulate excel spreadsheets in order to analyze data.
- Ability to multi task in a fast paced environment.

Skills:

- Skilled in using automated systems and the Microsoft Office suite of products especially Excel.
- Creative thinking, listening and problem solving skills.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with others in-person, by phone and or email communications as required. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, February 17, 2020 at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.