

LWSC Purchasing Agent

Responsible for procuring all supplies materials equipment and services for the Lynn Water and Sewer Commission. Requirements Bachelor's degree in related field and a MCCPO certification. Must have knowledge of purchasing procedures along with pertinent state and federal laws relative to bidding with the ability to write specifications and technical documents.

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.
- Bachelor's degree with major course work in business administration or related fields.
- A minimum of five years to 10 years of professional procurement experience
- Certification as Massachusetts Certified Public Procurement Official (MCPPO) required within the first year. 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 Commission departments, as well as outside vendors, businesses and community organizations.
- Receives and investigates complaints and bid protests.

Send letter of interest and resume to: Lynn Water & Sewer Commission Robert Fennell, Deputy Director 400 Parkland Avenue Lynn, MA 01905 or Email to: bfennell@lynnwatersewer.org

Position closes: August 27, 2021 at 12:00 p.m.