

Procurement Specialist - (170004QO)

Official Title: Program Coordinator III

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

Job: Administrative Services

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Aug 3, 2017, 1:02:50 PM

Number of Openings: 1

Salary: \$60,096.14 - \$87,045.14 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

The Procurement Specialist reviews and approves all bid documents and contracts for the Division of Public Housing and the 242 Local Housing Authorities (LHAs) that it oversees. The incumbent monitors compliance with bidding and procurement laws for all MGL Chapter 7C, Chapter 30B, Chapter 30, Section 39M, and Chapter 149 procurements throughout the Division. These include procurements for goods and services and construction projects. He/she provides technical assistance, advice, and training to staff at LHAs, their contractors and consultants, and agency personnel regarding proper public bidding procedures, contract execution, Minority and Women Business Enterprises (M/WBE) requirements and reporting. Additionally, the Procurement Specialist develops and implements standards to be used in monitoring and evaluating LHA performance and compliance. He/she represents the Division at public events and meetings that are called by relevant state agencies.

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

1. Analyzes and reviews construction bid documents for accuracy and compliance with established laws, policies and procedures. This includes contractor prequalification, developing and implementing protocol for the review of general bid forms and sub-bid forms, bid deposits, and other statutorily required documentation.
2. Analyzes and reviews Division and LHA goods and services bid documents for accuracy and compliance with established laws, policies, and procedures. Division procurements include, but are not limited to, Architects and Engineers through the Designer Selection Committee, the

House Doctor Program, Regional Attorneys Program, Certified Public Accountants for the Agreed Upon Procedures; e-archiving, e-bidding, and e-hosting services; and other IT related services.

3. In consultation with the Office of the Chief Counsel, reviews and makes recommendations for modifications to the Division's contracts to ensure compliance with current statutes.

4. Reviews and monitors contracts for construction and goods and services to ensure compliance with Agency standards and statutory requirements and approves as to form before agency execution.

5. In consultation with the Office of the Chief Counsel, Attorney General's Office, Inspector General's Office, and in coordination with Division Senior Staff, provides technical assistance to, advises, and develops written procedures, guidelines, and other materials for use by 242 Local Housing Authorities, Contractors, Designers, and Division staff concerning public bids and procurement requirements.

6. In coordination with Division Senior staff, assists with the development and implementation of Agreed Upon Procedures (AUP), Performance Management Review (PMR), and other monitoring tools, such as audits. Follows up with LHAs on procurement related findings in the AUPs, PMRs, and audits and refers/escalates as appropriate.

7. Oversees, monitors and approves the Division's Supplier Diversity Program in accordance with established contract requirements.

8. Responds to inquiries from agency staff, Contractors, Designers and LHAs concerning public procurement.

9. Develops and maintains a liaison with the Attorney General's Office, Inspector General's Office, Division of Capital Asset Management and Maintenance (DCAMM), Secretary of State, Supplier Diversity Office, and other agencies or committees to facilitate exchange of information.

10. Assists LHAs at bid protest hearings before the Attorney General's Office and the Inspector General's Office. This includes preparation of written documents and oral presentations.

11. Develops and presents training workshops relating to public bidding and procurements, M/WBE requirements and DHCD requirements for contract preparation.

12. In consultation with the Office of the Chief Counsel, monitors construction litigation and provides assistance regarding same.

13. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. A current Inspector General's Massachusetts Certified Public Purchasing Officials Program (MCPPO) certificate. Designations in both Design and Construction Contracting and Supplies and Services Contracting is preferred.
2. Thorough knowledge of state procurement rules and regulations.
3. Extensive knowledge of and experience with MGL c. 149, c. 30 sec. 39M, c. 30B, c. 7C
4. General knowledge of the public design and construction process.
5. Strong ability in contract writing and familiarity with state contracts and forms.
6. The ability to present to large groups and public forums and conduct training to a broad and diverse audience.
7. Proficiency in Microsoft Word and Excel.
8. Ability to prioritize tasks and work under time constraints.
9. Ability to work effectively both independently and as part of a team.
10. Excellent customer service skills.
11. Experience delivering technical assistance in a fast-paced environment.

MISSION STATEMENT

The Department of Housing and Community Development (DHCD) is within the 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

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the salary range.

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.

Please attach a resume when applying for this position.

QUALIFICATIONS

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days (08/17/17).

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program

planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

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

HOW TO APPLY

Create profile and apply online at

<https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=170004QO>