



## Position Vacancy

RFP #25-068-01

**Position:** Procurement Administrator  
**Department:** Purchasing - Administration & Finance Division  
**Salary Range:** M8: Full Range: \$76,503 - \$98,964  
Anticipated Hiring Range: \$76,503 – \$82,809  
**Schedule:** Monday, Wednesday, Thursday 8:30 a.m. - 5:00 p.m.  
Tuesday 8:30 a.m. to 7:00 p.m.  
Friday 8:30 a.m. to 12:30 p.m.  
Hours per week: 37.5



*The City of Framingham is currently a 100% onsite work environment.*

- Position will remain open until filled.
- Framingham City Hall (The Memorial Building) is located at 150 Concord Street, Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.

### **Position Purpose:**

Under the supervision of the Chief Procurement Officer, the Procurement Administrator is responsible for overseeing and executing procurement processes in strict accordance with all relevant procurement laws, regulations, policies and processes for a municipal government. This position ensures efficient acquisition of goods and services while upholding transparency, fairness, and compliance within our organization.

### **Essential Functions:**

*The essential functions or duties listed below are intended only 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 a logical assignment to the position.*

1. Ensure compliance with all procurement quote, bid, proposal and qualification processes.
2. Collaborate with all city and school departments to identify procurement needs and develop quote, bid, and proposal specifications.
3. Lead competitive bid, proposal, and qualification processes from departmental request for procurement through project and contract closeout.
  - a. Solicit bids and proposals, evaluate vendor/ respondent qualifications, evaluate bid and proposal submissions for compliance with bid and proposal requirements.
  - b. Coordinate with vendors to clarify bid requirements, contract terms, and address inquiries during the bidding process.
  - c. Manage prevailing wages, bond and insurance documents to ensure compliance with legal and city requirements.
  - d. Execute contracts that optimize value for the city while ensuring fair and transparent process.
  - e. Prepare all change orders and amendments to ensure compliance with legal and contractual requirements.
  - f. Track project milestones, expenditures, and procurement timelines to facilitate effective project management and reporting.
  - g. In cooperation with project managers monitor vendor performance, resolve disputes, and ensure adherence to contract terms.

4. Maintain accurate and organized procurement records and documentation.
5. Stay updated with evolving procurement best practices and trends to enhance the city's processes.
6. Foster ethical practices and uphold transparency throughout all procurement activities.
7. Utilize electronic procurement software to streamline bidding processes, managed vendor databases, and track procurement activities.
8. Collaborate with legal and finance departments to ensure contracts align with city policies and financial regulations.
9. Provide training and guidance to city staff involved in procurement to enhance understanding of processes and compliance with procurement and contract management requirements.
10. Analyze procurement data to identify cost-saving opportunities, vendor performance trends, and process improvements.
11. Prepare reports and presentations on procurement activities, outcomes, and recommendations for city officials.
12. Support capital project borrowing needs determinations.
13. Support financial activities for large projects to ensure budget adherence and efficient resource allocation.
14. Support project data gathering and monitoring to ensure adherence with financial and timeline requirements for grant and/or earmarked funded projects.
15. Other projects may be assigned on an as-needed basis.

**Qualifications:**

- Bachelor's Degree in Finance or Accounting, Business Administration, or Procurement and Contract Management, or related field;
- At least five (5) years of experience in public sector finance, business or procurement; or an equivalent and relevant combination of education, training and experience.
- Massachusetts Certified Public Purchasing Official designation from the Massachusetts Inspector General's Office or the ability to become certified within 18 months of hire.
- Excellent organization and customer service skills.
- Excellent computer skills in the use of general Microsoft Office tools, electronic tracking platforms, MUNIS or other such financial management software platforms, Zoom or other such electronic communication products, electronic contract management platforms, electronic bidding software platforms, and electronic project management software platforms.
- Knowledge of:
  - The principles and practices of municipal procurement preferred.
  - Computer applications for procurement and financial management preferred.
- Ability to:
  - Work cooperatively with others. Work well with staff at all levels as well as outside vendors.
  - Communicate effectively in writing and orally.
  - Operate standard office equipment.
  - Supervise, assign and evaluate the work of employees and co-workers.
  - Plan and prioritize work and perform multiple tasks within a timely manner.
  - Work under stress generated by legal deadlines.
  - Interpret and enforce procurement laws, practices, processes and policies in an impartial and consistent manner.

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

**Supervision Required:**

Work is performed under the direction of the Chief Procurement Officer.

**Supervisory Responsibility:**

Supervises (1) one employee: Assistant Procurement Administrator.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to*

*perform the position's essential functions.*

The Procurement Administrator role requires the ability to perform essential job functions, which may include extended periods of time working at a computer terminal. Candidates should be capable of lifting light to moderate loads (laptops, calculators, reams of paper) and be able to carry out various office tasks. This role may also involve occasional travel to attend meetings, seminars, or conferences related to procurement activities. Reasonable accommodations will be considered and provided for a qualified individual with disabilities in accordance with applicable laws.

**Work Environment:**

Work is performed primarily in an office environment with normal office noise and traffic.

*The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.*

**The City of Framingham is an Affirmative Action Equal Opportunity Employer.**