



Procurement/Insurance Coordinator

The Procurement/Insurance Coordinator performs a variety of duties relative to the procurement and disposition of supplies, services and real property for all city departments, negotiates vendor terms and prices, has working knowledge of budget and scheduling requirements, creates and maintains bid documents, and all documentation and reporting required under Massachusetts General Laws. Administers the city's insurance and risk management programs and provides overall support to the Administration & Finance office.

Essential Duties and Responsibilities:

- Serve as expert resource on procurement and insurance to all city departments; issue communications regarding updated state contract provisions/requirements, develop and revise a Procurement Policy as appropriate and provide training.
- Work with department heads on writing bid specifications, advertise to solicit responses to requests for proposals/invitations/quotes to bid in accordance with MGL 30B, 30,39M, and 149.
- Conduct pre-bid sessions and pre-construction meetings, respond to questions concerning the bidding process, and issues addenda as required to all registered bidders.
- Accept, open, and review sealed bids in accordance with statutory requirements and produce a list of responsive bidders which is forwarded to the awarding authority.
- Assist departments by checking references on potential vendors.
- Produce procurement-related correspondence such as award/rejection letters, return of bid deposits, letters of consideration and contracts for successful bidders.
- Maintain all bid document records including bids, bid tabulations, advertisements and addenda.
- Maintain listing of all fully executed contracts.
- Review and approve all requisitions submitted by city departments for purchase order accuracy, cost efficiency and proper account identification and compliance with MGL procurement laws.
- Review construction invoices and checks compliance with agreements and contracts.
- Interact with the Inspector General's Office (answer bid protest questions; serve as Chief Procurement Officer's delegated agent), Department of Labor and Industry (respond to inquiries such as wage rates for specific projects), and Operational Services Division (provide oversight for state contracts and participate in required training programs).
- Receive, file, and monitor certified payrolls for all city construction projects, and manage occasional requests related thereto.

- Responsible for management of property, auto and liability insurance coverage for the city.
- Maintain and update the insurance schedules for all vehicles, equipment, and property of the city; serve as a resource to city departments to dispose of city surplus supplies, vehicles, and personal property in accordance with MGL C 30B.
- Responsible for vehicle registration/new plates, insurance, and process of claims.
- Monitor and process liability insurance claims that are reported to the department.
- Obtain and maintain certificates of insurance.
- Obtain and maintain surety bonds on required employees.
- Maintain WEX vehicle gas cards.
- Responsible for contract renewal of business machines (i.e. copiers and mail machine).
- Submit invoices for: surety bonds, insurance deductibles, vehicle loan payments, city hall copiers lease payments, WEX vehicle gas, and any other invoices as it relates to functions of the position.

- Schedule and conduct quarterly meetings of the city safety committee, as well as employee training (MIIA rewards: auto, property, workers compensation, public official liability, school board liability and law enforcement liability).
- Serve as backup to accounts payable.
- Serve as Chief Procurement Officer's certified MCPPO designated agent.
- Other duties as assigned by the Chief Financial Officer.

Minimum Qualifications:

- Bachelor's degree in business administration, finance, accounting, or a related field and 3-5 years of progressively responsible experience or a combination of education and experience.
- Certified or ability to obtain the Massachusetts Certified Public Purchasing Officer (MCPPO) within 12 months of employment.
- Comprehensive knowledge of procurement and insurance laws and best practices.
- Strong interpersonal and communication skills, both written and verbal.
- Municipal procurement/insurance experience a plus.
- Proficient with use of COMMBUYS website preferred.

Required Skills and Qualities:

- Working knowledge of state and local regulations as they pertain to procurement.
- Working knowledge of municipal accounting systems.
- Demonstrated advanced computer skills and spreadsheet proficiency.
- Demonstrated skills in working accurately with numbers with attention to detail, initiative, and problem solving.
- Demonstrated skills in organization and communication both oral and written.
- Ability to interact positively with all employees and managers throughout the organization.
- Ability to handle sensitive information and to maintain confidentiality.

Hours of Work: Typical 35 hours per week

The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.

Miscellaneous Information

To Apply: please email a cover letter and resume to: Michael Keleher, Human Resources Director, City of Amesbury
 keleherm@amesburyma.gov