



CITY OF WATERTOWN HUMAN RESOURCES DEPARTMENT

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COLLEEN DOYLE
Human Resources Director

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VACANCY ANNOUNCEMENT

ASSISTANT PROCUREMENT DIRECTOR

PROCUREMENT

The City of Watertown (population 35,000) seeks a qualified and skilled professional to fill the position of Assistant Procurement Director. The Assistant Procurement Director will assist the Chief Procurement Officer with all purchasing functions as authorized by the laws of the Commonwealth under Chapter 30B. The position is responsible for assisting with bid procedures, the procurement of goods and services, RFPs and contracts, maintenance of records, approval of invoices for payment, and managing vendors.

Qualifications

Bachelor's Degree in finance, business, public administration, or a related field; four to six years of relevant experience; 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. Must have knowledge of MGL Chapters 30B and 149A and be certified as a Massachusetts Certified Public Purchasing Official (MCPPO).

Demonstrated ability to interpret laws and regulations and apply them to individual situations; ability to establish and maintain cooperative working relations with internal and external customers; ability to communicate effectively; proficient with Microsoft Office; experience with MUNIS strongly preferred.

Expected Starting Hiring Range: The hiring range is \$77,380 to \$105,783 dependent upon qualifications and education, plus an excellent benefit package which includes pension, deferred compensation, health insurance 80% City paid premium, paid vacation, sick, personal, and holidays, flexible spending accounts, education assistance, and more.

To Apply: Candidates must submit a City Application with a resume and cover letter to recruiting@watertown-ma.gov. The City application is available on the City Employment Opportunities, and we encourage applicants to review other opportunities at <https://www.watertown-ma.gov/253/City-Employment-Opportunities>

Application Deadline: Open until filled

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER