

JOB POSTING

City of Lynn

Department: **Purchasing Department**

Job Title: **Senior Buyer**

Vacancies: **One (1) Permanent Full-time**

Civil Service: **No**

Union Eligible: **AFSCME Local 193**

Work hours: **City Hall Hours**

Salary/Hourly: **\$39,404.46 – Step 1**
\$40,652.11 – Step 2
\$43,095.37 – Step 3

Duties & Qualifications:

PRIMARY GOAL:

Perform and follow uniform procedures involving Chapter 30B, Chapter 149, Chapter 30 §39M of the Massachusetts General Laws, established to be used when contracting for supplies, services and real property. Position promotes completion and fairness when procuring under these laws.

Assist in the solicitation of goods and services accurately and efficiently following purchasing procedures, following the guidelines set forth by City of Lynn and the Commonwealth of Massachusetts.

MAJOR RESPONSIBILITIES:

1. Solicit quotes, bids and proposals for related supplies, services and real property as directed by supervisor and in accordance to policies and procedures.
2. Maintain purchase solicitation file in proper order for auditing purposes
3. Assist in legal bid opening process
4. Provide price analysis and vendor selection of each solicitation. Make recommendation to the Purchasing Agent using Microsoft Excel spreadsheets.
5. Correspond with potential bidders and/or vendors on a daily basis through email, phone or office meeting
6. Perform assigned tasks that require correspondence with City and/or School Department as needed
7. Perform office task at the request of the Purchasing Agent in order to maintain the efficiency of the department

QUALIFICATIONS:

- Working knowledge of the purchasing department operation
- Working knowledge of Microsoft Windows – Outlook, Excel and Word
- Working knowledge of the City of Lynn financial and accounting system MUNIS
- Demonstrated strong decision making capabilities
- Ability to work independently with minimum supervision
- Possesses the ability to interact with all city employees and elected officials on a professional level when required
- Understanding of all aspects relating to MGL, Chapter 30B, Uniform Procurement Act of 1990, as amended
- Familiarity with MGL Chapter 30 §39M and Chapter 149 and all specific requirements
- Must have the knowledge of accounting, data processing and the ability to deal with City of Lynn vendors and staff with fairness and diplomacy.
- Two (2) years buying experience or equivalent experience in an professional office setting.

Date of Posting: **Monday, September 24, 2018** *Closing Date:* **Friday, October 5, 2018**

Application and resume must be submitted to the Personnel Department, Room 412, Lynn City Hall by the close of business (12:30 PM) on Friday, October 5, 2018 or you will not be considered.

The City of Lynn is an Equal Opportunity Employer.