



Massachusetts PROVINCETOWN

Position Opening

Non-Union – Grants and Procurement Manager

The Town of Provincetown is now accepting applications for the full-time position of Grants and Procurement Manager. This candidate directs the day-to-day operations of the Town's procurement and grant operations, including achieving large-scale savings and revenue opportunities for the Town.

This is a full time 40 hour a week, salaried, confidential position, working Monday – Thursday 8-5 and Friday 8-12 with a competitive benefits package. This position has the ability to follow a hybrid work structure.

The Grants and Procurement Manager is responsible for ensuring the Town engages in cost effective purchasing practices/procedures and is compliant with all Federal/State/Local laws governing procurement of municipal supplies, services, materials, equipment, and construction projects and serves as consultant/advisor to Town and is involved in purchasing activity. Minimum required qualifications include an Associate's degree in business related field with 3-5 years in the purchasing field, preferably in a municipal setting.

This is a non-union position with a pay scale of \$65,00-\$90,000. Deadline for Applications is December 18th. The position will remain open until filled. For initial consideration send application, cover letter and resume to: Human Resources, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 or hr@provincetown-ma.gov.

The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.

Alex Morse, Town Manager

Town of Provincetown, Massachusetts
NON-UNION POSITION
Grants and Procurement Manager

Position Summary:

The Grants and Procurement Manager directs the day-to-day operations of the Town's procurement and grant operations, including achieving large-scale savings and revenue opportunities for the Town. This position is responsible for ensuring the Town engages in cost effective purchasing practices/procedures and is compliant with all Federal/State/Local laws governing procurement of municipal supplies, services, materials, equipment, and construction projects and serves as consultant/advisor to Town and is involved in purchasing activity.

This is a full-time, salaried, confidential position. This is a 40-hour-a-week position, Monday through Friday with additional time, as required, evenings and weekends with possible travel. This position has the ability to follow a hybrid work structure.

Supervision/Supervisory:

Supervision Received: Works under the direction of the Town Manager to perform operations and complete assigned tasks with little supervision. Performs duties in accordance with accepted municipal procurement principles and requires considerable independent judgment.

Essential Functions:

- Ensure municipal compliance with Federal/State/Local laws related to the procurement of supplies & services (MGL 30B), public works procurement (MGL 30, 39M), design services (MGL 7) and construction projects (MGL 147) for all departments (town and schools).
- Researches and recommends policy and procedures ensuring cost effective municipal procurement.
- Assist all departments in the procurement process inclusive of the development and facilitation of the Invitation for Bid (IFB) process, and Request for Proposal (RFP) process: Utilize department specifications, customize specifications, develop minimum criteria, evaluation criteria, develop bid/proposal documents, distribute legal notices, promote vendor invitation, public bid openings, bid evaluation process, award notifications, and contract award.
- Facilitate the bid and RFP publication process and serve as the sole contact for centralized communications with bidders and vendors on purchasing solicitations. Maintain bid lists, public loggings, bid correspondence with vendors including issuance of addenda.
- Coordinates multi departmental procurement of like goods/services to maximize cost effectiveness.
- Administer, maintains, and develops a centralized database with all procurement, contract, and grant files.

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Grants and Procurement Manager

- Work cooperatively with the Town Accountant's office relative to the audit function accounts payable.
- Keeps abreast of changes within the municipal purchasing function relative to laws and best practices/procedures.
- Directs training to Departmental staff relative to the purchasing function.
- Maintain the Purchasing Department page of the Town website. Post online links that are accessible to bid listing services. The bid postings will include active bids and RFP solicitations and a history of award information for public record reference.
- Contract administration including the drafting of contracts, collection of bonds and insurance, and contract updates. Manage and maintain a tracking database of contracts, capital projects, and annual revolving contracts. Maintain contracts and coordinate with departments the reinstatement of the IFB/RFP process accordingly.
- Maintains accurate procurement and grant documents, contracts, and reports, including monitoring activities for reporting to town, state, and federal agencies.
- Assist Town Accountant in controlling spending and building a culture of long-term savings and alternative funding sources, including identifying and realizing cost-saving and cost-reduction opportunities as well as performing risk management for grants and preparing Town and control strategies, contracts, and agreements.
- Tracks orders, ensures timely delivery, and works with the requesting department to ensure quality of purchased services and goods.
- Responsible for the tracking of grant programs.
- Responsible for the compliance with grant/funding requirements.
- Provides information to the Town Manager for Selectboard meetings on funding opportunities, requirements, and procedures, collaborates in defining and implementing project funding strategies, acts as liaison with funding entities, prepares applications for submittal and prepares quarterly or annual reports as required by granting agencies.
- Manages timelines and deliverables. Maps out stages of grants in progress.
- Assist Town Accountant to prepare and monitor budgets related to grants.
- Meet periodically with department heads or designees to determine funding needs, identify potential funding sources, and prepare and review grant applications to meet department needs.
- Communicate with department heads or designees to review financial and programmatic terms and conditions necessary to meet the grant requirements.
- Maintain the City's applicant status in government systems, ie, grants.gov/SAM, and maintain grant application files and track grant application activities.
- Prepare/ copy all grant documentation for approved grant awards submitted.
- Prepare and submit all department grant quarterly and annual financial reports.
- Other duties may be assigned.

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Recommended Qualifications:

Education, Training and Experience:

Associates degree in business related field with 3-5 years in the purchasing field preferably in a municipal setting.

Obtain and maintain municipal procurement certification as the Town's designated MCPPO (Massachusetts Certified Public Procurement Official).

Knowledge, Ability, and Skill:

Knowledge:

- Federal, State, and local laws, policies and practices related to municipal procurement.
- General office procedures and machines
- Maintain effective communication with all public officials, employees, vendors, and contractors.
- Working knowledge of records management and database administration

Ability

- Ability to maintain confidentiality and to exercise sound judgment and discretion.
- Ability to deal with continuous interruptions and various levels of stress.
- Highly organized, detail oriented, takes initiative and able to work independently.
- Ability to handle multiple tasks, prioritize effectively, meet deadlines, and deliver high quality work.
- Assure compliance with applicable Federal, State, local and departmental regulations, codes, and policies.
- Analyze, plan, prioritize, manage, and implement multiple tasks and projects and work independently while meeting deadlines.
- Use sound judgment.
- Perform effectively under pressure with frequent interruptions and pay careful attention to details.
- Ability to follow complex sets of instructions; strong attention to detail is a must.
- Interact in a positive and effective manner; work as part of a team and maintain harmonious working relationships with the public, supervisors, coworkers, other departments, other agencies, and personnel at all levels of authority.
- Ability to conceptualize and operationalize goals and objectives.
- Relay complex terms and concepts in a manner that is readily understood.
- Maintain the Purchasing Department page of the Town website.
- Utilize sound business practice.

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Skill

- Must have a high level of interpersonal skills.
- Proficient in the use of Computer programs and applications to include Word, Excel, Access, PowerPoint, email and the internet, and the Towns financial software Munis.
- Advanced Excel skills with emphasis on spreadsheet development
- Bookkeeping, auditing, and account reconciliation.
- Strong organizational and planning skills in a multi-task environment
- Effective written and oral communication

Job Environment:

A majority of work is performed under typical municipal office conditions, with occasional interruptions to provide assistance and information to the staff and public; noise level is moderate. This position has the ability to follow a hybrid work structure.

The employee occasionally lifts and/or carries up to 30 lbs. The position has normal vision requirements. Equipment operated includes light equipment, office machines, and computers. Normal office environment not subject to extremes in temperature, noise, etc. Occasional lifting, standing, bending, and carrying of files, documents, and records.

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The employee uses judgment to locate, select and apply the most pertinent practice, procedure, regulation, or guideline. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. The employee must be familiar with, and observe, applicable Federal and State laws, town by-laws, rules, and regulations. Requires ability to communicate rules, regulations, and related laws in an effective and appropriate manner.

Has access to department related sensitive and confidential information.

Errors can result in an adverse impact, confusion and delay of service, monetary loss, and/or legal repercussions for the town, including fines or loss of insurance coverage.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)