

POSITION DESCRIPTION

GE-21

Town of Needham

Finance and Procurement Coordinator

12/2016

Under the direction of the Assistant Town Manager/Director of Finance, perform a variety of administrative and technical work in Town-wide procurement systems, insurance programs, and capital and operating budget development.

Duties:

The essential functions or duties listed are intended as illustrations of various types of work that are 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. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Provide coordination for the Town's procurement process. Assign procurement ID numbers, ensure completeness and accuracy of contract documents submitted for approval, ensure compliance with applicable State laws and local by-laws, regulations and requirements, and oversee tracking, reporting, and recordkeeping associated with each procurement. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing purchasing services; implement policies and procedures. Analyze procurement requirements and determine procurement procedures for blanket purchase arrangements, competitive bid processes and consolidated purchases. Provide advice and assistance to employees performing procurement functions in other departments. Maintain a Town-wide procurement calendar and ensure on-going communication relative to procurement timelines.

Coordinate the Town-wide vehicle, property, and general liability insurance renewals; maintain a central filing system and produce reports for management and Town departments; oversee and maintain certificates of insurance for the Town.

Assist in the management of claims against the Town for the related insurances; review claims as to severity, routing, and ensure proper notification to stakeholders; ensure Town departments have filed claim information and provided required documentation; when necessary assist Town departments in investigating claims; assist in resolving insurance claims in conjunction with senior town management; secure collection of insurance proceeds, prepare deposits and turnovers to the treasurer and reports for accounting.

Coordinate loss prevention programs and address problem areas for general liability; monitor programs for compliance with existing and new laws; analyze and review policies and programs and coordinate changes with Finance, Human Resources, and other departments. Serve as liaison to other divisions, departments, and outside stakeholders; assist Town departments with risk management issues.

Assist in performing market cost/benefit analysis; prepare and review request for proposals (RFP), bid specifications and agreements; complete and review insurance and risk management questionnaires.

Assist in the development and maintenance of systems used for budget development including templates for budget submissions and other forms and processes. Coordinate the annual budget submission process for capital and operating budgets. Analyze submittals from departments for conformance with instructions and objectives; and compile consolidated budget.

Analyze financial and budget related matters, and conduct research as necessary. Provide analytical support for the development and review of programs and policies affecting the budget.

Provide staff support to selected Town committees as assigned. Maintain publication content for the Department's website; perform special projects and other related duties as required, directed, or as the situation dictates.

Basic Knowledge:

Position requires knowledge of municipal government finance operations and procurement procedures, State and Federal laws and regulations, particularly as they relate to public procurement, demonstrated personal computer proficiency with word processing and spreadsheet applications, strong written communication and organizational skills and/or general knowledge equivalent to a Bachelor's Degree in public administration, business or related discipline. Certification as a Massachusetts Certified Public Purchasing Official is desirable.

Experience:

Duties require knowledge of government finance and budget operations, equivalent to five to seven years of related experience.

Independent Action:

Incumbent establishes personal standards of work performance within broad framework of policy and objectives as set forth by the Assistant Town Manager/Director of Finance.

Supervisory Responsibility:

Provide functional supervision to personnel involved in budget preparation and procurement activities; may supervise interns and senior corps participants as needed.

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Regular attendance at the workplace is required.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Vision abilities required by this job include close vision, and the ability to adjust focus.

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 the requirements of the job change.