



City of Everett

Purchasing Director

The City of Everett is seeking an experienced accomplished municipal manager with strong administration, leadership and communication abilities and with the vision and innovation to make the Everett Purchasing Department extraordinary. An effective listener and communicator with outstanding interpersonal skills will be best suited for this position, as the successful candidate will provide motivating leadership and will work with others in a manner that reflects collaboration and coordination.

Appointed by & reports to the Mayor, the Purchasing Director procures supplies, materials, equipment and services for all city departments by competitive bidding, informal quotations, and negotiation in compliance with Mass. General Laws and city ordinances. The Purchasing Director is responsible for the efficient, economical, centralized management of purchasing and establishes, implements, and monitors systems, policies, and procedures that further this goal. The Purchasing Director reviews and approves all purchase orders.

Requirements:

Must be able to write bid specifications and contracts for a wide variety of items and must be able to interact and communicate effectively with personnel at all levels of authority.

Must be able to handle multiple tasks and deadlines simultaneously.

Minimum requirements include a Bachelor's degree in business, accounting, or related field and three years of public purchasing experience or the equivalent.

Knowledge of relevant MGL and computer applications required. MCPPO certification or ability to obtain certification within six months required.

Salary will commensurate with experience. Excellent benefits.

Please send cover letter and resume to Human Resources Department, City of Everett, 484 Broadway, Everett, MA 02149 or email hr@ci.everett.ma.us Applications will be accepted until position is filled. The City of Everett is an Equal Opportunity Employer.