

**CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY**



PROCUREMENT SPECIALIST

\$65,735.96 – \$78,189.07*

*Salary Commensurate with Experience

Pay Grade 41T EPPMTEA UNION

PRINCIPAL EMPHASIS: Under the direction of the Controller, responsible for the procurement of supplies, materials, services and equipment for the City. Works with departments to establish and define specifications for all formal purchases, and through the bidding process, assures the best price and value for materials and services purchased. Assists with accounting when needed. Performs other related duties as required or assigned.

DUTIES & RESPONSIBILITIES:

Subject to the provisions of the city charter and ordinances, duties include but shall not be limited to:

- Responsibility for all purchases of the city and adherence to purchasing policy and procedures.
- Administers the City procurement program in accordance with all applicable Federal, State and local laws, ordinances, rules and regulations
- Responsible for the state and federal grant programs
- Responsible for state and federal reporting
- Responsible for the bid process, including posting, analysis, recommendations, through execution of contract
- Resolves all invoicing problems associated with purchase orders
- Maintains a computerized Fixed Asset system for vehicles, machinery equipment and office equipment
- Performing all such other duties as reasonably necessary or assigned by the Controller

SKILLS, EDUCATION & EXPERIENCE REQUIRED:

Bachelor's Degree from a four (4) year accredited college, with course work in business administration, accounting or related field or equivalent experience and professional

development. A minimum of five (5) years of experience involving the purchase of materials/services for a large private concern or a governmental agency or any equivalent combination of education and experience which provides the desired knowledge, skill and ability. Should be a proven leader and self-starter who possesses strong organizational and interpersonal skills. Municipal government experience. Proficient with MS Office. Professional certification (C.P.P.O or C.P.M.) preferred.

EXAMINATION WEIGHT

Oral 100 %

Please apply online through ADP.

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than Wednesday, October 4, 2023.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER