



Procurement Assistant & RFP Specialist

EEO Class Code: 5-Administrative Support Worker

Union Status: NB

FLSA Code: Non-exempt

The Town of Pembroke Park Job Description

Department: Finance

Supervises: No

Position Reports To: Finance Director

Sworn: No

Job Specifications

NATURE OF WORK

The position of Procurement Assistant & RFP Specialist provides professional procurement support through divided individual projects on an as needed basis. The projects shall be jointly agreed upon by the Procurement Administrator, Town Attorney, and Town Manager while defining the detailed scope of services for each project.

ESSENTIAL DUTIES

Tasks required of those in the position of Procurement Assistant & RFP Specialist include but are not limited to:

- Prepare highly technical and complex specifications and solicitation documents, including all related research and value analysis.
- Ensure compliance with all applicable laws, statutory codes and procurement policies and procedures.
- Ensure completeness and compliance with grant funded purchase requirements and compliance with Federal, State, and County procurement laws and regulations.
- Conduct pre-bid and pre-proposal conferences.
- Coordinate and supervise activities of evaluation committees.
- Analyze competitive sealed bids, competitive sealed proposals, and requests for statements of qualification.
- Serve as public procurement advisor and technical expert to management.
- Perform other related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

- Advanced knowledge of purchasing principles, established procedures, departmental guidelines, and regulatory requirements.
- Comprehensive knowledge of modern principles and practices of governmental procurement and supply-chain management.
- Comprehensive knowledge of business practices related to purchasing.
- Comprehensive knowledge of laws, policies and procedures governing public procurement.
- Considerable knowledge of administrative problem solving and the implementation of effective solutions.
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Possess complete integrity and a high sense of personal and professional ethics.
- Skilled in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint).
- Skilled in providing excellent customer service.
- Ability to develop and implement policies and procedures.
- Ability to delegate, manage, and supervise effectively.
- Ability to multi-task while working with tight deadlines and competing priorities.
- Skilled in supporting, monitoring, and ensuring compliance with federal, state, and/or local contracts and grants program requirements.
- Outstanding skills and abilities in verbal and written communications; ability to adapt a style to fit audiences of varying technical levels, and at various levels within an organization, in groups and individual settings.
- Demonstrated ability to establish collaborative partnerships and effective working relationships with a variety of internal and external customers and diverse stakeholders.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Business Administration, Law, Accounting, Finance, Public Administration, or a closely related field.
- Five (5) years of professional contract administration and/or procurement experience.
- Any equivalent combination of experience and education may be considered.

PREFERRED QUALIFICATIONS

- Certified Professional Contract Manager (CPCM).
- Certified Public Professional Officer (CPPO).
- Certified Professional Public Buyer (CPPB).

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work in a computer station for an extended period.