

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Procurement Coordinator Series
(Administrative Office of the Trial Court)

All applications must be received by:

POSITION SUMMARY:

Working within the Fiscal Affairs Department of the Administrative Office of the Trial Court Procurement Coordinators are responsible for coordination and supervision of a range of direct and indirect procurement activities for the AOTC, courts and offices. Procurement activities include but are not limited to: the coordination, distribution and use of State Contracts, State Price Agreements, AOTC Contracts and other statewide speciality items; the encumbrance of available and approved funds for purchases; the oversight and response to requests from Courts and Offices to procure equipment, services and furniture including: the assessment of the need based upon the request, and oversee central procurement projects, manage contract and recommend changes based upon performance and budget. Procurement Coordinators also perform special projects as needed. Employees are hired at the entry level position title and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

ORGANIZATIONAL LEVELS:

Procurement Coordinator I - This is the entry level position title within this series. Employees at this level are expected to perform the full range of entry level duties and to train for the next higher level.

Procurement Coordinator II - This is the second level position title within this series. Employees at this level are expected to perform a more expanded role in contracts and purchasing, to possess more knowledge of policies and procedures, and to exercise more independent judgment.

MAJOR DUTIES:

Procurement Coordinator I Duties

Receives, assesses and responds to requests from Courts and Offices for Specialty Item purchases.

Prepares and submits complete, accurate and appropriate procurement, encumbrance and payment documents for approval and processing.

Routinely provides information about procurement processes and procedures to assigned Courts and Offices.

Maintains and distributes statewide contracts to Courts and Offices.

Develops and conducts surveys and needs assessment tools to identify replacement needs and support budget requests.

Develops and maintains Excel data bases designed to track procurement activities.

Prepares and submits monthly procurement activity report to the Manager of Procurement.

Monitors contracts and make recommendations for change based upon performance and budgetary considerations.

Reviews documents submitted by Courts and Offices to ensure compliance with procurement policies and procedures.

Assesses the usefulness, functionality and condition of existing furniture and fixtures, including systems furniture and recommend changes as appropriate.

Performs other duties as required.

Procurement Coordinator II Additional Duties

Researches and develops proposals for cost saving methods of purchasing goods and services.

Writes Request for Proposals for assigned goods or services that incorporate specifications and evaluation criteria based on unique needs of the Courts and Offices and a sound understanding of the manufacturing and industry standards for such goods or services.

Conducts review and selection process, recommend award and non-award status, maintain procurement file and notify applicants of their award status.

Prepares Competitive Bid Forms for the selected applicant and work with the Legal department to develop contracts with vendors.

Assists in the development of procurement material and procedures including guidance on record retention, record storage, and procurement procedures.

Provides technical support and advice on Court systems such as recorders and amplifiers.

Works with the AOTC Capital Projects Department, Trial Court Departments, and Executive Branch Division of Capital Asset Management on purchases relating to capital projects as directed.

Works with other Sections of Fiscal Affairs and other Departments of the AOTC to develop and implement procurement and fiscal management systems such as equipment and furniture inventory.

Recommends procedures and guidelines for assigned procurement projects.

Performs all of the duties of the lower level position title within this series as required.

POSITION REQUIREMENTS:

Procurement Coordinator I Requirements

Bachelor's degree in Business Administration or related field from an accredited college or university; or an equivalent combination of education and experience.

Up to four years of experience in purchasing and related services.

Knowledge of Trial Court and State fiscal procedures.

General knowledge of accounting principles.

Knowledge of and ability to use personal computers and related software, including Microsoft Windows, WordPerfect for Windows, and spreadsheets.

Strong analytical and research skills.

Strong interpersonal skills and the ability to work professionally with persons at all levels, including judges, Administrative Office Directors, Court Administrators, vendors, architects, and representatives from state agencies, and to maintain effective working relationships individually or on a team.

Ability to negotiate with vendors and to supervise their performance during projects.

Ability to communicate clearly and effectively in oral and written form.

Ability to coordinate multiple projects simultaneously.

Ability to maintain accurate records.

Ability to work independently.

Ability to travel to court locations and vendor sites throughout the Commonwealth upon immediate notice.

Procurement Coordinator II Additional Requirements

A minimum of four years of experience as a Procurement Coordinator I.

Considerable knowledge of Trial Court and State fiscal procedures.

Advanced knowledge of and ability to use personal computers and related software, including MS Excel spreadsheet and MS Access.

Demonstrated ability to research issues and to recommend feasible solutions.

Demonstrated ability to provide technical assistance and to assist in providing training to court personnel.

Demonstrated ability to independently complete assignments and to handle multiple assignments.

SALARY RANGE: \$45,629

Send resume **and** completed Massachusetts Trial Court Application for Employment to:

Administrative Office of the Trial Court
2 Center Plaza - 9th Floor
Boston, MA 02108
Attn: Procurement Coordinator Posting

Massachusetts Trial Court Application for Employment may be obtained at any courthouse.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER