



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



External Job Posting

Requisition #: 18000162
Posting Date: February 28, 2018
Closing Date: Open until filled
Official Title: Administrator VI
Functional Title: Chief Procurement Officer
Location: Boston – 10 Park Plaza
Vacancies: 1
Salary: \$70,000.00 – \$100,000.00
Schedule: Full-Time
Shift: Day
Bargaining Unit: N/A
HR Generalist: Marleny Polanco
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: John Lozada – 857-368-8741

Job Summary:

The Fiscal Department of the Massachusetts Department of Transportation (MassDOT) is searching for a Chief Procurement Officer. Supervising a staff of two, this individual will be responsible for the procurement of state funded goods and services for the various MassDOT divisions, including Highway, RMV, Aeronautics, and various Planning and Enterprise services. This person will be instrumental in ensuring that the procurement process is in accordance with state procurement law and the quality of goods and services purchased is consistent with MassDOT standards. This person will also seek to maximize MassDOT's purchasing power through the utilization of comprehensive and consistent policies and procedures.

Duties & Responsibilities:

- Develop, solicit, evaluate, negotiate and award vendors for all state funded goods and services

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot

- Establish and maintain relationships with bidders/vendors that are professional, honest and fair
- Adopt written policies, consistent with MassDOT regulations and state procurement laws, governing the procurement, management, control, and disposal of any and all supplies and services procured by MassDOT
- Provide direction to all MassDOT managerial personnel in proper utilization of OSD and MassDOT contracts.
- Monitor and review MassDOT procurement and contracting procedures through consultation with the General Counsel's Procurement and Contracting legal team.
- Trade or otherwise dispose of surplus materials, vehicles, or supplies belonging to MassDOT
- Oversee MassDOT's p-card program and ensure that MassDOT and Commonwealth p-card policies are maintained and followed
- Establish and maintain policies and procedures for specifications development, contract administration, and inspection and acceptance, of state funded goods and services in cooperation with the divisions utilizing such supplies and services

Preferred Qualifications:

- Master's in Business or related field preferred
- 7-10 years of related experience in business, finance, or procurement
- Excellent verbal, written and interpersonal communication skills
- Ability to maintain and enhance the organizational capabilities of a department
- Demonstrated ability to manage high-level and high-profile internal and external stakeholders
- Strong analytical acumen and comfort with data analysis
- Comfortable in a fast-paced environment
- Ability to manage multiple priorities simultaneously
- Proven strengths and developing relationships and implementing change

Minimum Entrance Requirements:

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least one (1) year must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:

I. A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.

II. A Bachelor's degree in a related field may be substituted for two (2) years of the required (A) experience.

III. A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.

IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have questions regarding this position, please contact the Human Resource Generalist Marleny Polanco at 857-368-8548.