

Town of Topsfield



**JOB POSTING**

**Purchasing Agent & Project Coordinator**

**Title:** Purchasing Agent & Project Coordinator  
**Posting:** May 6, 2022 (*remains open until filled*)  
**Salary Range:** \$63,686 to \$74,730 Annually DOQ  
**Job Classification:** Grade 7 Non-Union Classification Plan; FLSA Exempt; Under Personnel Bylaw  
**Schedule/Hours:** 36-40 hours/week

**Summary:** Performs high level professional work related to the enforcement of federal, state, and local procurement laws; provides assistance to town officials, committees and commissions involved in economic development; supports the Town Administrator with budgets, building maintenance, information technology (IT), Public Hall Rentals, certain Human Resource coordination, town insurance, trash contract administration, Recycling Dividends Program administration and special projects; researches, assists and administers Town Departments preparing grant applications. Performs all other related work as required.

**Education:** Bachelor's degree; five years of public sector experience including some in a supervisory capacity; or any equivalent combination of education, training, and experience.

**Experience:** Strong knowledge of contemporary and effective purchasing practices, applicable purchasing regulations. Knowledge of invoicing and vendor sourcing. Familiarity with contracts and pricing options. Knowledge of Chapter 30 B, Procurement Law, and 40A.

**Sp. Requirements:** Ability to be certified as a Massachusetts Certified Public Purchasing Official (MCPPO). MA Driver's License.

**Supervision:** Works under the general direction of the Town Administrator.

**Key Duties:** Detailed job description: [www.topsfield-ma.gov](http://www.topsfield-ma.gov)

**Deadline:** Applications will be reviewed starting **Friday, May 27, 2022**. (*Position remains open until a qualified candidate is hired.*)

**To Apply:** Please submit a letter of interest and resume to [dmorong@topsfield-ma.gov](mailto:dmorong@topsfield-ma.gov) or addressed to Select Board's Office c/o Debi Morong 8 W. Common St., Topsfield, MA 01983. (Topsfield is an AA/EEO employer)

**More Info:** Call 978-887-1500 or email [dmorong@topsfield-ma.gov](mailto:dmorong@topsfield-ma.gov)