

MHEC - Manager of Library Procurement Contracts

Primary Responsibility

The Massachusetts Higher Education Consortium (MHEC) is a non-profit purchasing consortia focused on the needs of its membership consisting of over 1700 higher education, K-12 public & private schools and municipal members throughout New England. The MHEC has an immediate need for a full-time Manager of Library Procurement Contracts. This position reports to the Director of Contracts & Operations and will focus on managing the existing MHEC library consortia purchasing contracts, work with libraries and library associations, and meet the library purchasing needs of the appropriate members and assist with the overall contract development and management process at the MHEC.

Duties Include

- Management of existing MHEC library consortia contracts
- Creation of new MHEC Library consortia contracts
- Outreach to existing MHEC Library membership
- Outreach to potential new Library members in the New England region
- Research new trends in related industries, perform market place assessment and identify benchmarks
- Research and identify potential library related suppliers in support of the related contract needs
- Develop long range contract strategies based on market conditions
- Prepare and review bid specifications consistent with defined public bidding requirements
- Develop bid evaluation criteria to ensure a fair, open and competitive bid process for all bidders.
- Perform all aspects of required "due diligence" during entire bid process
- Analyze bids, negotiate prices as necessary and prepare complete bid cost benefit analysis
- Work with supply partners and vendors as appropriate through the contracting process
- Serve as the primary Massachusetts Library System (MLS) liaison
- Manage marketing of contracts to MHEC members
- Assist with MHEC/MLS events as needed
- Ability to work collaboratively with others both internally and externally
- Perform other related duties as assigned

Qualifications

The ideal candidate should have experience in the following areas;

- Understand library operations and the library environment
- Knowledge of Microsoft Excel and Access
- Contract development, bidding and negotiation
- Strong outreach and communication skills
- Public/Municipal bidding process

Minimum Qualifications

- 3 - 5 years applicable experience
- Knowledge of Microsoft Excel and Access
- BS or BA is required will give consideration to work experience
- Consideration will be given to procurement experience and library experience
- Salary Range is \$55,000 - \$65,000 depending on experience

The position requires light to moderate physical effort demanded when performing functions under typical office and computer use conditions. Light to moderate physical effort and stamina required for occasional travel and transport of work related materials and equipment to meeting and training sites. The successful candidate must be able to lift up to 50 pounds with or without reasonable accommodation. Must possess a valid Motor Vehicle Operator's License valid for use in Massachusetts and provide the means of transportation to fulfill job duties throughout New England and attend relevant meetings. Candidates must be eligible for permanent employment in the United States, and appointments are subject to a criminal background check. The MHEC is an equal employment opportunity Employer/Disabled/Veteran.

Please send a cover letter and resume to Christopher Raymond, MHEC, 100 University Drive, Suite 1, Amherst, MA 01003, craymond@mhec.net. Letters of interest will be accepted until May 15, 2019.