



# Library Contract Manager

## **Primary Responsibility:**

The Massachusetts Higher Education Consortium (MHEC) has an immediate need for a full-time library procurement contract manager to work closely with MHEC library members and the Massachusetts Library System (MLS) members. This is a new position developed to coordinate and focus on the growth of the MHEC library contract portfolio and expansion of library members. The MHEC is a public/private purchasing consortium focused on the needs of its over 500 higher education, secondary education and municipal members. The manager, ideally will have experience in library services and procurement of library supplies and subscriptions.

## **Duties include:**

- Manage assigned MHEC contracts pertaining to library supplies and services.
- Research new trends in the library industry, assess the marketplace and identify price benchmarks; contact current and new supply partners to obtain information about products, prices and availability.
- Establish procurement and/or library advisory teams to assist MHEC in the development, evaluation and management of all bids and contracts.
- Work closely with MHEC and MLS to collaborate to provide good customer service and communication to members.
- Prepare and review bid specifications, develop evaluation criteria and complete procurement consistent with public bidding requirements to ensure a fair, open and competitive bid process for all bidders.
- Analyze bids, quotations and requests for proposals.
- Negotiate bid prices, contracts, and terms and conditions for assigned contracts.
- Prepare cost benefit analysis to determine awarded contracts.
- Work with supply partners during the term of the contract to ensure best value to MHEC members.
- Assist with the marketing of contracts to MHEC members.
- Attends and participates in the planning and coordinating of member events.
- Collaborates, as needed, with public and private organizations and library groups.
- Continue to grow the MHEC library contract portfolio to include future contract areas to support libraries.
- Performs other related duties and responsibilities as required.

## **Qualifications:**

The ideal candidate will have a library services background with experience in procuring library supplies and subscriptions. Familiarity with writing bid documents and specifications, analyzing, negotiating, and managing supplier contracts is a plus.

## **Minimum Qualifications:**

- 2 to 4 years applicable experience in a library, library system and/or library service organization.
- Strong customer service orientation and ability to communicate effectively, in speech and in writing, with library personnel, MHEC and MLS staff and vendors/contractors.
- Ability to coordinate and work collaboratively with MHEC and MLS staff, members and stakeholders.
- Strong problem solving, decision-making and organizational skills
- Extensive knowledge of Microsoft Excel and Access
- BS/BA required / will give consideration to procurement experience
- State and/or higher education procurement experience helpful
- Salary range is between \$46,000 - \$53,000 depending on experience with benefits package

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 frequent 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 Massachusetts and attend relevant meetings.

Candidates must be eligible for permanent employment in the United States, and appointments are subject to a criminal background check.

Please send a cover letter and resume to Human Resources, MHEC, 505 East Pleasant Street, Amherst, MA 01003, [staceywikar@mhec.net](mailto:staceywikar@mhec.net). Letters of interest will be accepted until filled.