

#00050 IT Procurement Manager

Salary Range: \$75,300 - \$100,000

Please apply to https://www.abc.virginia.gov/jobs/public/positionOpening_list.do

Join Our Team Crafted of Virginia's Top Shelf Talent!

Virginia Alcoholic Beverage Control Authority (VA ABC) is a hybrid business and a public sector entity which has greater flexibility in setting its own policies, specifically in the areas of procurement. VA ABC's Procurement Division is exempt from VPPA standards and procedures.

VA ABC is a multi-faceted and progressive state organization seeking a highly motivated, energetic IT Procurement Manager, with a passion for excellence in their quality of work to join the Procurement Division.

This is an expert-level professional purchasing position responsible for developing and executing enterprise sourcing strategies, and procuring high dollar IT solutions, services, and goods for the Department in accordance with Authority policies, when applicable. The position directly supervises lower level technology procurement and inventory management personnel, develops, administers and manages contractual service agreements with statewide impact on retail outlet stores, regional and central offices; ensures compliance with contractual requirements; analyzes and assigns requisitions, and procures requested goods and services using the most efficient method of procurement; prepares written solicitations; leads teams in evaluating responses; negotiates complex contracts with vendors; makes awards; and manages resulting contract relationships.

The incumbent for this position also delivers the “service” aspect of the mission primarily through internal services, such as timely and value-added procurement processing. They support the “revenue” aspect of the mission by ensuring goods and services are procured in a timely and cost-effective manner. Additionally, they address the “control” aspect of the mission by ensuring compliance with VA ABC policies and procedures.

Our Mission

Virginia ABC generates a reliable stream of revenue for Virginia and promotes public safety through the responsible sale and regulation of alcoholic beverages.

Our Vision

To bring good spirits and excellent service to Virginia.

Our Values

Accountability – Service – Integrity – Performance Excellence

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We offer:

- *Excellent work/life balance*
- *Average work week is 40 hours*
- *14 paid Holidays and PTO earned every 2 weeks worked*
- *Affordable Healthcare with employer contributions*
- *Virginia Retirement System (VRS) benefits*
- *College Tuition Reimbursement program*

Authority employees are covered under the Commonwealth's benefits package and VRS. However, Authority employees are exempt from the Virginia Personnel Act and the Virginia Public Procurement Act. To find out more about VA ABC visit our website: <https://www.abc.virginia.gov/about/agency-overview>.

ESSENTIAL JOB FUNCTIONS

- Lead in the planning and development of acquisition strategies and requirements and research and analyze category markets.
- Interview and negotiate with vendors to stay abreast of availability of products, price trends, and market conditions to minimize problems in the purchasing process.
- Investigate sources of supply and makes recommendations to users on new products, alternatives, etc.
- Thoroughly analyzes and assigns requisitions for various complex goods and services; determines and uses the proper method of procurement (small purchase, competitive sealed bidding, competitive negotiation, sole source, or emergency).
- Ensures user's needs are properly identified, documented, and includes expected timeframe for procurement completion agreed with end user; regularly communicates status.
- Procures goods & services in a timely manner in accordance with Authority policies and procedures while maximizing the value for the Commonwealth.
- Leads cross-functional teams in analysis and evaluation of complex technology-related solicitation responses. Ensure justification of sole source and emergency purchases according to regulations.
- Investigate non-routine or complex procurement issues thoroughly and provide recommendation and/or resolution in a timely manner, keeping Director informed throughout the process.
- Analyzes procurement data and requirements, recommends more cost-effective means of obtaining required goods and services.
- Work closely with the Information Technology Services Division to secure IT contractors.
- Analyze needs and determines feasibility and appropriate strategy for establishing a new and/or renewing an existing service contract taking into consideration requirements of the Agency SWaM Plan.
- Uses proper method of procurement to establish and maintain various types of technology-related contractual agreements with statewide impact on retail outlet stores, regional and central offices, including coordination with internal customers to develop accurate specifications and justifications to determine compatibility of products with current systems and equipment, thorough Statements of Work and incorporating terms and

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conditions to protect the interest of the Commonwealth with little or no rework required and no errors on the final form.

- Educates contract administrators and users (provide personal contact and written instructions) ensuring a complete understanding of their authority and responsibility, and methods for reporting non-compliance.

MINIMUM QUALIFICATIONS AND SKILLS

- (3) Three years of experience and knowledge of the practices and procedures for purchasing and contract development.
- Knowledge of automated purchasing processes including electronic requisitioning, purchase orders, etc.
- Proficient in basic computer concepts such as spreadsheets, word processing, databases, etc.
- Demonstrated skills in project management.
- Demonstrated skills in automated purchasing software.
- Experience in compiling accurate data and analytical skills.
- Experience in interpreting procurement law and policies.
- Demonstrated ability to procure high dollar/volume commodities for both technology related goods and services in a time sensitive environment.
- Demonstrated ability to analyze and negotiate complex and high value IT contracts; and advise departmental personnel in procurement activities.
- Demonstrated ability to plan, manage, coordinate, and prioritize multiple and varied assignments.
- Demonstrated ability to communicate both orally and in written form.

PREFERRED QUALIFICATIONS

- College level training in business administration or related courses preferred.
- (3) Three or more years of experience in procurement of IT goods and services to include developing and maintain in various type of contractual agreements.
- Demonstrated knowledge of the practices and procedures for governmental purchasing, contract development.
- Experience in technical writing requirements and proposal reviews.
- Experience in supervising others.
- Experience in drafting IT procurement policies.

*The selected candidate must complete a Statement of Economic Interest as a condition of employment (VA Code 2.2-3114).

THIS IS AN OPEN UNTIL FILLED RECRUITMENT. FIRST REVIEW OF APPLICATIONS WILL BEGIN ON 12/10.

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** Telework is at the supervisor's discretion.

Virginia Alcoholic Beverage Control Authority has relocated to 7450 Freight Way, Mechanicsville, VA 23116.

VA ABC is a Military-Friendly Employer, is V3 Certified, and embraces Diversity, Equity, and Inclusion.

For full consideration, all applicants must fully complete all sections of the online application. A resume will not substitute for an incomplete application.

The Virginia Alcoholic Beverage Control Authority does not provide sponsorship.

We are an equal opportunity employer without regard to sex, race, color, religion, national origin, age, sexual orientation, political affiliation, veteran status, or disability.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

ABC will provide, if requested, reasonable accommodation to applicants in need of accommodation in order to provide access to the application and/or interview process.

Criminal history record checks are required prior to employment.

All employment offers are contingent upon compliance with Form I-9 completion timeliness and confirmation of employment authorization by E-Verify