



GLOUCESTER COUNTY
invites applications for the position of:

Buyer

SALARY: See Description

OPENING DATE: 11/02/2020

CLOSING DATE: Open Until Filled

The hiring salary for the [Buyer](#) is \$ 41,538 +/- annually DOQ.

DESCRIPTION:

Under general supervision, performs entry-level technical work in purchasing materials and supplies for the County and Public-School System. Employee must exercise independent judgment and initiative to ensure the quality of material and supplies purchased and compliance with established standards and specifications. Employee must exercise considerable tact, courtesy, and firmness in frequent contact with vendors, County, and School Board personnel. Reports to the Purchasing Manager.

Examples of Duties

1. Prepares purchase specifications and conditions to solicit competitive pricing from a variety of vendors; reviews and evaluates vendors' proposals and bids to determine compliance with stated specifications and conditions; recommends award of purchase contract to vendor meeting rates and conditions most favorable to interests of the County and School division.
2. Purchases supplies, equipment and services for the County and School division, obtaining bids and prices, ordering applicable materials and supplies, and maintaining procurement records.
3. Reviews purchase requisitions filed by County and School division departments to ensure compliance with policy and procedure, and accuracy and completeness of listed item descriptions, quantities, prices, etc.; confers with department heads, as necessary; prepares purchase orders from requisitions submitted by County and School division personnel.
4. Manages and coordinates the reutilization and competitive sale of surplus County, Public School, and Sheriff Departments' equipment and materials. Administers numerous electronic auctions for the sale of surplus equipment and materials, responds to public and customer inquiry on merchandise available for sale. Establishes and amends standards operating procedures for the program and sets annual revenue goals for program growth.
5. Inspects materials and supplies upon receipt; reconciles received goods with contract specifications, including ensuring proper quality of order.
6. Reviews all procurement transactions to ensure compliance with federal, State and local laws, policies, and procedures, documenting any discrepancies; reviews invoices, purchase orders and requisitions to resolve problems or discrepancies, as necessary.



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7. Responds to inquiries, complaints, and requests for information and bid applications from County and School division personnel, vendors, and the public; contacts vendors to expedite overdue supplies and materials; places rush and emergency orders.
8. Reviews periodic reports of County and School division purchasing activity; determines status of outstanding requisitions and purchase orders; contacts vendors and County and School division personnel for advice on current status of order; updates computer with new information.
9. Compiles comprehensive information on bids and proposals; stores such information in archive files for future review, audit, or reference.
10. Performs other duties as assigned.

QUALIFICATIONS:

Associate degree in business or a related field.

Two (2) to three (3) years of purchasing experience, preferably in a governmental purchasing environment.

Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

Possess Virginia Contracting Associate (VCA) certification or obtain within 12 months of employment.

To be considered for this position, a completed application with a minimum of 3 professional references must be listed on application. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

Click the link for a complete job description [Buyer](#)

To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer