

Purchasing Manager Finance - Purchasing Full Time

Requisition ID: **36738**
Work Location: **Finance - Municipal Center**
Pay Range: **A.19, \$85,467.20 - \$129,542.40**

Starting Salary:
Depending upon Qualifications

Work Schedule:
8 to 5

Job Open Date: 5/5/2022

Application Deadline: OTF

Job Duties:

Direct the operation of the centralized purchasing function for all City agencies by reviewing all purchase requisitions and assigning areas of responsibility among staff to assure workload distribution is effectively organized.

Assure the City's procurement operation is in compliance with City, state, and federal procurement and antitrust laws, and responsible for the division's compliance with good business practices and ethical standards and practices.

Act as liaison between City agencies and vendors in order to develop a better understanding of the administration of the purchasing division; update City vendor listing by monitoring; interview vendors; and coordinate cooperative purchasing with other local municipalities and offers assistance in sharing specifications.

Develop and implement internal policies and procedures in order to discharge the division's responsibilities through better use of its resources, to ensure internal and external customers are served, and best value is received from expenditure of taxpayer dollars. Responsible for developing and maintaining expenditure control of the purchasing division by accurately forecasting division needs in budget preparation.

Write detailed specifications for request for proposals and complex bids and evaluate, negotiate, and award contracts; assure maximum competition is sought on all of the division's procurement activities; and approve all letters for rejection of low bidders who are deemed not responsive or non-responsive. Coordinate the dispersal of surplus by either reallocating to City agencies or sale by sealed bid or public auction.

Official City Job Description:https://www.vbgov.com/government/departments/human-resources/Employment-VBGOV/Job%20Descriptions/Purchasing_Manager_02735.pdf

Working Conditions:

<https://workingcondition-summary-prod.s3.amazonaws.com/B.002723.pdf>

Minimum Requirements:

MINIMUMS: A Bachelors degree in finance, business, accounting or similar program and seven (7) years of experience OR any combination of education and experience equivalent to eleven (11) years utilizing the required knowledge, skills, and abilities, and associated with such positions as Purchasing Director or Administrator in a related or associated field. SPECIAL REQUIREMENTS: All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Additional Requirements:

DMV Transcript: Required
CDL: Not Required
DOT History: Not Required
CPS Check: Required
Physical: Not Required
Respirator: Not Required
Polygraph Review: Not Required
Psychological Screening: Not Required

Attachments Required:

Preferences:

Certified as either a Public Procurement Officer (CPPPO), Purchasing Manager (CPM), Professional Public Buyer (CPPB), or similar. Experience with the Virginia Public Procurement Act. Experience supervising a large procurement team. Experience with all or some of the following: complex construction, public/private partnership, e-procurement technology solutions.

Special Instructions:

- Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.
- You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.
- Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application.

Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified, you will not receive credit.

- Please provide a copy of any certifications or related professional licenses.

VRS Contribution: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.