



# City of Manassas Buyer



*Customer Service. Stewardship. Honesty. Integrity. Respect. Teamwork.*

**Do you share our Core Values? An amazing opportunity awaits you with the City of Manassas!**

The City of Manassas welcomes applications for our Buyer opportunity! We are seeking a detail-oriented and customer service driven professional to assist with the procurement processes in support of our City functions and projects. If you are an experienced buyer who enjoys autonomy and developing strong relationships, this position may be for you! Consider joining the City of Manassas team.

## **Position Summary:**

The **Buyer** is responsible for procuring equipment, supplies and materials, and routine goods/materials for the City in accordance with local, state and federal procurement rules and regulations, and providing administrative support to the department.

This incumbent of this position will assist in the bidding and procurement process, contract administration and monitoring, record and data management, purchasing card program, purchase requisitions, and provides guidance to departments on purchasing procedures.

## **Compensation:**

Starting range of **\$48,462 - \$66,643** annual, depending on qualifications

## **Minimum Required Qualifications:**

High School diploma or GED, with some vocational training in Purchasing, Business or related field Two years of experience in procurement, inventory management, bid specification preparation or related field

*An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities for this position may be considered.*

## **Benefits Overview:**

The City of Manassas offers a variety of comprehensive healthcare plan options through The Commonwealth of Virginia's Local Choice Health Benefits Program, to include PPO or HMO options, medical, dental, vision, prescription drug coverage as well as employee assistance program (EAP) benefits and life insurance. Supplemental insurance is also offered. The City of Manassas participates in the Virginia Retirement System. Full-Time employees become members of VRS as soon as they begin work, as a condition of employment have a matching employee/employer contribution of 5%. The City also offers 13 paid holidays, generous annual, discretionary, and sick leave, deferred compensation, access to the Prince William County Employees Credit Union, and several exciting work perks! Tuition reimbursement is also available for eligible employees.

## **Application Instructions:**

For further details and consideration of this position, applications are to be submitted online at:  
<https://www.governmentjobs.com/careers/manassas/jobs/3553224/buyer>

**Reports to:** Procurement Manager