



**GLOUCESTER COUNTY**  
invites applications for the position of:  
**Purchasing Agent**

**SALARY:** Depends on Qualifications

**OPENING DATE:** 06/16/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**[Welcome to Gloucester County, VA](#)**

Our Purchasing Agent performs supervisory, administrative, and purchasing work for Gloucester County and Gloucester County Public Schools. Performs complex and specialized professional procurement of goods, services, construction and professional services in accordance with County, state, and federal procurement regulations. Plans, organizes, implements, and evaluates County risk financing and risk control plans to minimize adverse impacts to the County's operational and strategic goals. Must exercise considerable initiative and independent judgment in determining proper contractual agreements to benefit the County and manage the risk and purchasing programs. Reports to Chief Financial Officer.

**The hiring salary for the [Purchasing Agent](#) will be \$82,359 +/- based on qualifications.**

**EXAMPLES OF DUTIES:**

1. Plans, organizes, and directs the activities of personnel engaged in the procurement of goods and services for the County and School Board; ensures that subordinates receive training for assigned positions; assists subordinates as necessary, resolving problems as situations arise; supervises all administrative matters in the division including developing goals and objectives, budget preparation and management, performance evaluations, and other personnel matters.
2. Develops, implements, and enforces procurement ordinances, policies, and procedures to facilitate County departments' compliance with local purchasing ordinances and regulations. Maintains current knowledge of Virginia Public Procurement laws and industry trends; recommends changes to the County Code as needed. Implements improvements to purchasing processes and systems to increase effectiveness and efficiency.
3. Prepares formal solicitation packages for various construction and services including purchase specifications and conditions to elicit competitive pricing from a variety of vendors; attends public bid openings and pre-bid conferences; reviews and evaluates vendors' proposals/bids to determine compliance with stated specifications and conditions; negotiates and recommends purchase contract awards for vendor meeting rates and conditions most favorable to interests of the County and/or Public Schools.
4. Manages combined budgets for purchase of equipment and supplies by County departments; assists other departments with developing budget proposals. Serves as County's chief negotiator of all contracts. Signatory for County and School contracts. Approves all purchases of goods and services exceeding predetermined spending levels.
5. Coordinates the County's and School Board's Surplus Property Programs; collects surplus equipment and transports to alternative facilities; makes surplus equipment available for sale at public auctions.
6. Serves as the administrator of the Purchase Card program for both the County and Public Schools to ensure adherence to usage policy. Creates, implements, and updates Purchase Card Policy and related procedures.

7. Researches market sources and vendors to locate and ensure the most cost effective and competitive pricing. Informs vendors and County/School personnel regarding purchase activities, including, but not limited to, procurement policies and procedures, product availability, order/receipt/price discrepancies, etc.
8. Contacts prospective vendors to update bidders list and obtains other information; assists in maintaining vendor and commodity reference files. Solicits unsealed bids and phone quotations from vendors.
9. Represents the Purchasing Department at meetings with administration, elected officials, employees, vendors, external agencies, professional organizations, and other business and professional groups; develops and delivers presentations and training as needed.
10. Manages mailroom services for the County.
11. Plans, organizes and manages the property and casualty insurance program to protect the County's assets records. Manages claims procedures by developing, implementing, and monitoring the adjustment of liability, subrogation, and property loss issues, developing presentations to communicate risk management policies, monitoring the performance of and providing guidance to internal and outsourced claims services, and resolving unusual claims.
12. Plans, recommends, and monitors the County risk/insurance operating budget; assists with insurance issues by facilitating the coordination of insurance coverage issues and financing options involving Workers' Compensation, disability management, and other risk-based plans.
13. Develops and implements strategies to cultivate private and public sector competition to provide risk financing programs for liability, workers compensation, and diverse multi-location properties, through both purchased insurance and self-insurance plans by conducting industry research, interviewing and evaluating service providers, developing plan designs, procurement specifications and databases, and analyzing other public organizations to form cooperative risk financing plans.
14. Participates in the leadership of the Financial Services Department and coordinates staff in the absence of the CFO and/or the Fiscal Services Manager.
15. Performs other duties as assigned.

**QUALIFICATIONS:**

Bachelor's degree in public or business administration, or a related field.

Minimum of six (6) years of progressively responsible experience in governmental purchasing, risk management, and/or related experience with a minimum of three (3) years of direct supervisory experience.

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Virginia local government experience preferred.

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

**SPECIAL REQUIREMENTS:**

Certification as a Certified Professional Public Buyer (CPPB) or other relevant professional certifications from a recognized purchasing related organization preferred.

To be considered for this position, your online application must include your cover letter, resume and professional references. A minimum of 3 professional references **MUST** be listed on the 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 [Purchasing Agent](#)  
To apply on-line, visit our website at: [www.gloucesterva.jobs](http://www.gloucesterva.jobs)

*Gloucester County is an Equal Opportunity Employer*

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.](#))

---

Gloucester County Government is committed to maintaining a drug free workplace. All job applicants are subject to pre-employment controlled substances testing and to other controlled substances and alcohol testing as specified by County policy.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.gloucesterva.jobs>

Position #027-062020-01  
 PURCHASING AGENT  
 HD

6467 Main Street  
 Gloucester, VA 23061  
 (804) 693-5690

[hrdept@gloucesterva.info](mailto:hrdept@gloucesterva.info)

---

### **Purchasing Agent Supplemental Questionnaire**

- \* 1. The supplemental questions are very important and will be used to determine if you meet the basic qualifications as listed on the job posting and in the job description. I acknowledge that I must complete the supplemental questions section in order for my application to be considered complete.  
 Yes    No
- \* 2. When answering the supplemental questions about experience, education, or certification, please be sure the information is reflected in the online application.  
 I acknowledge the above statement.
- \* 3. What is your current highest level of education completed?  
 I do not have a High School diploma or GED  
 HS Diploma or GED  
 Some College  
 Associate's Degree  
 Bachelor's Degree  
 Master's Degree or higher
- \* 4. Do you possess a Bachelor's degree? If so, in what discipline? (If you do not possess post secondary education, please enter N/A as your response.)
- \* 5. Are you a Certified Public Purchasing Officer (CPPO)?  
 Yes    No
- \* 6. Are you a Certified Purchasing Manager (C.P.M.)?  
 Yes    No
- \* 7. Please list any other certification(s) obtained. Be sure to provide the name of the issuing organization(s). (If you do not have any other certifications, type 'N/A'.)

- \* 8. How many years of supervisory experience do you have?
  - One year or less
  - 2 to 3 years
  - 4 to 5 years
  - Greater than 5 years
- \* 9. Describe your management/supervisory experience related to this position. Be sure to include the name of the employer, number of people you supervised and their job responsibilities. (If you do not have this experience, type N/A.)
- \* 10. A complete job description for Purchasing Agent position is available on the Human Resource Department "Job Description" web page. I have read and understand the complete job description including the education and experience, qualifications and special requirements for this position. I have attached my cover letter, resume and at least 3 professional references with the required information.
  - I acknowledge the above statement.
  - I do not acknowledge the above statement.
- \* 11. I have reviewed the job posting and understand to be considered for the Purchasing Agent position, I have completed the online application in its entirety understanding that "see resume" does not constitute a complete answer by itself.
  - I acknowledge the above statement.
  - I do not acknowledge the above statement.
- \* 12. Did you include your cover letter and resume as an attachment to your online application?
  - Yes    No
- \* Required Question