

## **Job Title: Procurement Manger**

### **General Definition of Work:**

The Purchasing Manager acquires goods and services for the County, Schools, and Service Authority in accordance with State and County Purchasing laws, regulations, and procedures. Work is performed under the general supervision of the Director of Finance. Supervision is exercised over subordinate personnel.

### **Job Responsibilities**

#### Essential Functions/Typical Tasks:

Supervising staff and managing the procurement program; planning, coordinating and overseeing the purchasing activities; preparing and maintaining appropriate files and records; developing and maintaining relationships with vendors; preparing reports.

(These are intended only as illustration of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans and coordinates the activities of the purchasing office; ensures compliance with state and local procurement regulations and policies which include the VPPA.
- Consults with department heads concerning current and future purchasing and contracting needs, procurement concerns and problems; investigates and resolves complex business problems.
- Prepares bids and related documents and requests for proposals; prepare technical specifications.
- Oversees the opening and public reading of bids; prepares bid recaps and presents findings.
- Provides guidance to employees; prioritizes staff workload; develops, interprets, and validates various design, performance, and product specifications.
- Develops, implements and updates purchasing manual; leads procurement negotiations.
- Manages the technical aspects of contract administration including development, analysis, and review of terms and conditions, negotiations, and approval of contracts for services; prepares contract documents.
- Coordinates surplus property sales and auctions.
- Negotiates contracts for equipment maintenance, service, and other items as needed, risk management.

- Reviews purchase requisitions and determines method of procurement.
- Confers with sales, vendor, and manufacturing representatives; studies economic trends for necessary adjustments to purchasing activities.
- Maintains price book, vendor file and specification file; reviews and audits purchasing activities.
- Maintains the Bank of America Purchasing Card program for the County, Sheriff's Office, and Social Services.
- Administers County and Service Authority VACORP renewals, GL, and automobile claims.
- Maintains the vehicle inventory for the County along with the gas card program.
- Performs related tasks as required.

### Knowledge, Skills, and Abilities

Thorough knowledge of business methods, markets and purchasing practices; thorough knowledge of state laws relating to public purchasing; ability to write clear and concise contracts and specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies, and equipment used; thorough knowledge of standard office procedures, practices and equipment; ability to plan and review the work of office staff in performing varied procurement functions; ability to express ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with associates, vendors, and the general public. Demonstrates effective oral and written communication skills.

### Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in purchasing, marketing, business management or related fields and extensive experience in the public sector of purchasing and contracting of a variety of services, supplies, materials, and equipment. Local government experience preferred.

### Special Requirements:

VCA is required. CPPB or VCO certification preferred within 2 years.

Apply online at: <https://va-kinggeorgecounty.civicplushrms.com/careers/Jobs.aspx>

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