



COUNTY OF AMHERST



Human Resources

AMHERST COUNTY ADMINISTRATION BUILDING
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AMHERST, VIRGINIA 24521

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Procurement and Contracts Division Manager

The County of Amherst is looking for a motivated self-driven individual to serve as the Procurement and Contracts Division Manager. The essential functions of the position include managing the procurement of goods and services for Amherst County and schools, advising County departments, providing resource and project management, and supervising staff. Competitive candidates will have the ability to manage a three person division, build mutually respectful relationships with County staff and vendors, and determine and implement cost saving measures that promote the most efficient and effective use of County resources while ensure compliance with all state and federal public procurement laws and regulations. A competitive candidate should also be able to demonstrate loyalty to the organization, the highest ethical standards and excellent communication skills.

A bachelor's degree from an accredited college or university with major course work in purchasing, accounting, finance, business or public administration with progressively responsible experience managing a public procurement office. Supervisory and project management experience is required.

Hiring Range: \$60,755 to \$72,000, dependent upon qualifications.

Interested candidates may apply by submitting a resume through the county's recruitment software:

[Employment Opportunities / Amherst County, Virginia \(countyofamherst.com\)](http://countyofamherst.com)

Questions regarding the position may be answered by email (hr@countyofamherst.com) or by contacting Human Resources Director Linda Martin Felix at (434) 946-9420. This position is open until filled. Amherst County is an Equal Opportunity Employer.