



Isle of Wight County Purchasing Agent

SALARY	\$59,487.00 - \$78,195.00 Annually	LOCATION	Isle of Wight, Virginia 23397
JOB TYPE	Full-time	JOB NUMBER	1
DEPARTMENT	Budget & Finance	OPENING DATE	08/15/2023
CLOSING DATE	Continuous		

Description

The Purchasing Agent is responsible for performing advanced professional procurement services for the County. Duties also include complex and specialized work in the procurement of a variety of supplies, materials, vehicles, equipment construction, capital outlay projects and both professional and non-professional services.

Examples of Duties

- Prepares formal solicitation packages including review and preparation of detailed technical specifications, required terms, conditions for sealed competitive bid and proposal, required bonding and surety information, sample contract, and special instructions in coordination with County Attorney and Department Heads.
- Develops bid advertisement notices and bidders lists and initiates vendor development as required.
- Assists departments in providing direction as to proper preparation of procurement documents.
- Reviews procurement requests for adequacy and completeness.
- Makes changes to departmental submissions to ensure compliance with legal requirements, best procurement, and standard business practices thereby ensuring procurements are completed in the best interest of the county.
- Supervises public openings of sealed competitive bids at predetermined time and posts tabulations of bids.
- Analyzes bid results for compliance to original solicitation specifications, terms, and conditions, applicable state laws, and procurement guidelines.
- Assists departments with the recommendation of acceptance or rejection of bid/proposals based on analysis.
- Negotiates for materials, equipment, supplies, construction, capital outlay projects, services which include professional and non-professional services.
- Ensures that interviews and negotiations for services are conducted in compliance with state laws and good business practices.
- Keeps the Budget and Finance director abreast of any contractual and vendor problems/concerns and recommends solutions to these problems/concerns.
- Solicits written and telephone quotations and actively seeks and develops alternative sources of supplies.
- Keeps abreast of industry trends and researches developments, new products, markets, and market changes which will affect procurement through training and research.
- Monitors incoming requisition and projects requests for adherence to established purchasing manual procedures and county policies.
- Analyzes county commodity usage and investigates methods of economically consolidating requirements establishing purchase orders and contracts that more adequately serve the best interests of the county and its materials and service needs.
- Analyzes all public bids to ensure collusive activities are not occurring and that bids are in all respects fair and honest.

- Ensures poor performances from Contractors or Consultants are documented and that such firms are not used in the future.
- Manages the State contract program and maintains access to current listings of all state contracts and ensures that all departmental staff are abreast of these agreements and correct procedures in using these contracts.
- Performs comparative spreadsheet analysis and researches information about materials, equipment, service and projects as required.
- Evaluates county-wide usage of various goods and services and provides the budget and finance director with recommendations regarding potential blanket order contract agreement opportunities, substitution of materials currently being used, improvements to procurement processes and methodologies being employed.
- Provides administrative oversight of the P-card system including internal audit of the program.
- Recommends procedural and/or policy changes based on changes in statute or case law, internal solutions and/or trends.
- Determines system processes to support efficiencies in processing of solicitations, orders, and strategic sourcing.
- Assists in watching legislation relating to procurement and making comments to ensure the County's interests are protected and shares concerns or changes with Supervisor and Administrative staff.
- Administers the Administrative Appeals procedures. (Assists County Attorney)
- Ensures W9s are received and new vendors are entered accurately.
- Maintains vendor files.
- Prepares 1099s and ensures process is completed timely and accurately.
- Provides external auditor with procurement documentation/information as requested.
- Supervises duties assigned to Assistant Purchasing Agent and/or staff assigned to assist the Purchasing Agent with job functions.
- Participates in training and updates in Purchasing to share with Departments/staff.
- Stays abreast of major projects, building programs, and issues of administrative interest to ensure best practices are supportive of the County's goals and best interests.
- Reviews, maintains compliance with, and recommends changes to the department budget.
- Observes all approved safety and health policies and procedures pertaining to his/her work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.
- Performs other assigned duties.

PHYSICAL DEMANDS:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires the use of fingers, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

WORK ENVIRONMENT:

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

Required Qualifications

Education and Experience:

- Bachelor's degree in relevant field or equivalent.
- Three (3) years of related work experience in public procurement.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications

- CPPB, CPPO, and/or CPM certification(s) preferred.

Knowledge, Skills and Abilities:

- Knowledge of Ethics, Virginia Public Procurement Act, Purchasing Manual, Anti-Trust, Contract Administration, Case Law, and Procurement of Professional Services;
- Knowledge of laws related to public purchasing;
- Knowledge of purchasing practices;
- Knowledge of county ordinances, policies, and procedures;

- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar programs);
- Skill in planning and organizing work;
- Skill in utilizing such office equipment as a calculator, typewriter, facsimile machine, and copier;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

Supplemental Information

Position is open until filled.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

Agency

Isle of Wight County

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Website

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