



## **PURCHASING MANAGER**

**Starting Salary Range: \$64,857 - \$84,000 DOQ**

The City of Fredericksburg is seeking a Purchasing Manager to assist the City in overseeing public procurements in the City of Fredericksburg. The successful applicant will manage most major procurements for the City through the issuance and management of invitations to bid and requests for proposals. The successful applicant will serve as a coordinator and approver of small procurements throughout the organization. In addition, the Procurement Manager will be responsible for education and training throughout the organization on best practices and legal requirements surrounding public procurement in a local government in the Commonwealth of Virginia.

Prior experience with public purchasing in a Virginia local government, authority, or commission is strongly preferred. Certification as a Virginia Contracting Associate or above with the Commonwealth of Virginia is also preferred. Prior working knowledge of both the Commonwealth's public procurement site (eVa) as well as the Tyler / Munis financial software package is a plus. A Bachelor's degree in accounting, finance, business administration, or a related discipline, or equivalent experience, is required.

Come join us as part of a knowledgeable and energetic organization committed to excellence in serving a thriving and growing community through a commitment to the [City's Core Values](#) of Agile Innovation, Abundant Compassion, Outstanding Customer Service, Energized Work Environment, Essential Engagement, and Unwavering Stewardship. In addition to offering a great work team and excellent salary, the City of Fredericksburg provides a generous benefits package.

While the position is open until filled, completed City Applications and Cover Letter should be submitted before **5:00 pm on October 7, 2022.**

Applications and additional information may be found on the City's web page: [www.fredericksburgva.gov](http://www.fredericksburgva.gov).

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