



Senior Contracts Officer

Class Code:
01530
FLSA Status:
Exempt
Grade: A13

STAFFORD COUNTY

GENERAL DEFINITION OF WORK:

Formally and informally manages and conducts innovative, difficult, and complex competitive procurement processes, of a variety of goods and services on behalf of the County in compliance with the Virginia Public Procurement Act, Stafford County Code, policies and procedures. Does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS:

- Reviews and analyzes assigned procurement requisitions;
- Manages and conducts innovative, complex procurements;
- Determines the most appropriate method of procurement to be utilized for the source selection of high profile and complex construction projects, goods, and services;
- Coordinates, assists, researches, analyzes, and develops scopes of work, specifications, evaluation methods, and criteria for development of Invitation for Bids (IFB) and Request for Proposals (RFP) for construction, goods, and services contracts.
- Provides guidance, educates, and advises departments during the process of evaluating bids and proposals;
- Reviews and analyzes justifications for award/non-award to ensure the integrity of the county's procurement procedures;
- Plans, coordinates, and conducts pre-bid/pre-proposal conferences for the procurement of major and complex construction projects, goods, and services;
- Identifies, evaluates the benefits, and coordinates cooperative procurements;
- Conducts and manages negotiations;
- Conducts procurement and administers contracts, works with firm's legal counsel and County Attorney's Office during the development of contracts and bid/contract disputes;
- Responds to requests for information under the Freedom of Information Act;
- Conducts on-site visitations of vendor facilities to ensure vendors' capability of successfully meeting contractual obligations;
- Reviews and approves requests for changes in construction, goods, and services contracts;
- Manage multiple projects;
- Prepares periodic and special reports;
- Performs other work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of public finance business methods, public purchasing practices;
- Thorough knowledge of the Virginia Public Procurement Act;

- Comprehensive knowledge of various grades and qualities of a variety of materials, supplies, and equipment used by localities in Virginia and/or by the County;
- Thorough knowledge of standard office procedures, practices, and equipment;
- Ability to write clear and concise specifications;
- Ability to plan, organize, and review the work of a small office staff in performing varied procurement functions;
- Ability to express ideas clearly and concisely, both orally and in writing;
- Ability to establish and maintain effective working relationships with associates, supervisors, vendors, and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a degree in public administration, or a related field (e.g. finance, purchasing, or business management) and 5 to 6 years of experience in the procurement of goods and services for a large public organization in the Commonwealth of Virginia or any combination of education, training, and/or experience that provides the required knowledge, skills, and abilities.

Experience in construction and professional services procurements preferred.

Virginia Contracting Officer (VCO) and Certified Professional Public Buyer (CPPB) certifications preferred, or the ability to earn and meet certification program requirements.

SPECIAL REQUIREMENTS:

Possession of a driver's license valid in the Commonwealth of Virginia.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires reaching, standing, sitting, walking, grasping, and repetitive hand motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to outside environmental conditions.

Approved by: _____

Date: ____/____/____