



CITY OF FALLS CHURCH

Senior Purchasing Specialist

Closing Date: June 30, 2022

The City of Falls Church Financial Services Division has an immediate vacancy for a Senior Purchasing Specialist. This position will be responsible for and perform a wide variety of tasks associated with the procurement of goods and services ensuring compliance with City, State and federal procurement regulations and guidelines. The position reports to the Purchasing Agent.

RESPONSIBILITIES

- Provide strategic procurement guidance and technical support to departments in the procurement process for various goods and services, identify any deficiencies and work with stakeholders and contractors to resolve them.
- Ensure compliance with City, state and federal requirements, regulations, policies and procedures as well as generally accepted procurement practices related to securing goods and services in accordance with the Virginia Public Procurement Act (VPPA).
- Establish, manage and monitor contracts and contractor performance/compliance throughout the contract life cycle.
- Determine appropriate method of procurement such as Invitations for Bids (IFBs), Requests for Proposals (RFPs), Requests for Quotes (RFQ) as well as Sole Source and Emergency Procurements in accordance with established policies, procedures and guidelines. Research and identify potential sources for goods and services including available national, regional, local, state, federal or other cooperative contracts.
- Manage solicitation processes to include the writing of specifications and scopes of work, determine and/or develop appropriate terms and conditions, evaluate bids/proposals, participate in contract negotiations and recommend awards. Create, maintain and update contract records as needed.
- Provide guidance, assistance and training to stakeholders regarding procurement and contract administration.
- Develop and maintain cooperative working relationships across departments, with contractors and peers.
- Assist in management of the City's purchasing website including posting of solicitations on eVA, the Commonwealth of Virginia's procurement portal.
- Process purchase requisitions and purchase orders in the City's financial system (MUNIS) as needed.
- Perform related tasks as required.

The City of Falls Church is committed to the letter and spirit of the Americans with Disability Act. To request a reasonable accommodation for any type of disability call 703-248-5030. (TTY 711)

Human Resources Department • 300 Park Avenue • Suite 200 West • Falls Church, VA 22046

• 703-248-5127

www.fallschurchva.gov • hrteam@fallschurchva.gov

QUALIFICATIONS

- Graduation from an accredited college or university with major course work in business administration, public administration, business law or related field. At least 3 years of experience in commercial, federal, or local government procurement, purchasing, contract management, or any combination of relevant experience.
- Skill, training and experience in interpreting and applying procurement fundamentals and contract law to applicable situations.
- Ability to maintain high degree of professionalism and discretion when dealing with sensitive and confidential information; self-starter, requiring minimal supervision and direction; ability to work effectively independently and in a team environment.
- Ability to communicate effectively orally and in writing with diverse internal and external customers
- Ability to adjust to changing priorities and handle multiple tasks simultaneously with attention to detail; learn and apply new skills.
- Strong analytical skills and the ability to identify and solve problems quickly;
- Proficient in Microsoft Office Suite.
- Preferred Qualifications - Possession of Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB), VCO (Virginia Contracting Officer), VCA (Virginia Contracting Associate), Certified Purchasing Manager (CPM) and/or related certifications.
- Salary and Benefits: \$75,000-\$90,000, depending on qualifications. Benefits include comprehensive benefits package including pension plan, deferred compensation plan, health insurance, dental insurance, flexible spending account, college savings plan, life & long-term disability insurance, paid holidays, vacation & sick leave, credit union membership, free parking, and more.

To apply, visit **www.fallschurchva.exacthire.com**