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## CONTRACTING OFFICER

### Recruitment #22-125-3839

**Date Opened** 5/24/2022 08:00:00 AM

**Closing Date** 6/7/2022 11:59:00 PM

**Salary Range** \$60,103.87-\$105,181.78

**Department** DEPARTMENT OF FINANCE AND BUDGET

**Job Type** Open and Competitive

**Full/Part-Time** Full-Time

**Benefits** Full Benefits

**Reg/Temp** Regular

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#### Job Description

Do you enjoy working in a collaborative and fast paced work environment with a focus on problem solving, innovation, and high-impact infrastructure projects? Do you have a passion for public service? If this sounds like you, then consider being a Contracting Officer for Loudoun County Government.

Loudoun County's national award-winning Division of Procurement is seeking highly motivated applicants for newly created Contracting Officer position. This position provides continued support to multiple County departments and agencies with their high-dollar procurement needs. The successful candidate will solicit for a wide variety of goods, non-professional and professional services in multiple County entities in compliance with the Virginia Public Procurement Act and the County's Procurement Resolution. This position will be responsible for performing all steps in drafting, issuing, evaluating, negotiating and awarding Invitations for Bid and Requests for Proposals. The Contracting Officer will collaborate with staff at all levels of the organization and must prepare and present contract award recommendations to department heads, committees, and the Board of Supervisors. Excellent written and oral communication and public presentation skills are necessary for this challenging position. The successful candidate must also demonstrate the ability to exercise sound judgment, solve problems, and attend to detail in a fast pace, team oriented and customer service oriented environment. Additionally, attention to detail, good organization skills, resourcefulness, and excellent computer and research skills are essential to be successful.

Loudoun County Regular Full-time Employees are eligible for full benefits including but not limited to the

following as a part of a total rewards package!

- Retirement from the Virginia Retirement System (VRS)
- Annual leave
- Sick leave
- Annual Paid Holidays
- Group Health Plan
- Group Life Insurance
- Exceptional Performance Recognition
- Credit Union Membership
- Employee Assistance Program (EAP)
- Education and Career Development

HIRING RANGE: \$60,103.87-\$90,000

Salary Commensurate with Experience

### Job Requirements

Requires any combination of education and experience equivalent to a Bachelor's degree in procurement, business administration, construction, engineering or related field with three years of experience in contracting of professional and non-professional services.

Previous public procurement experience is highly preferred. Considerable project management experience and experience using web-based systems is required. Certified Professional Public Buyer (CPPB) certification preferred. Knowledge of the Virginia Public Procurement Act is preferred, but training will be provided. Experience in governmental procurement (federal, state or local) is highly preferred.

### Special Requirements

This position is FLSA exempt and may be required to work beyond the normal workweek, to include occasional attendance at evening Board and Board committee meetings.

### Post Conditional Offer Contingencies

Criminal background, credit and DMV record checks will be conducted on the successful candidate.

Click on a link below to apply for this position:



**Fill out the Application  
NOW using the Internet.**

If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at [HR@loudoun.gov](mailto:HR@loudoun.gov). EOE.

Loudoun County Government

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