



# **JOB OPPORTUNITY CITY OF MANASSAS**

## **Procurement Manager**

**Salary range: \$79,081.60 - \$130,478.40**

Reporting to the Finance and Administration Director, this position exercises direct responsibility over the City's procurement services. This position oversees the purchasing operation and compliance with state and local procurement policies, procedures and ordinances. Composes, evaluates, and negotiates complex bids, proposals, and contracts; directs and approves the preparation of other bids, proposals, contracts, and purchase orders prepared by purchasing staff. Reviews, negotiates, and prepares change orders; assures compliance with contract terms and conditions; resolves disputes in coordination with City departments and City Attorney's office. Reviews and directs the ordering, receipt, storage, and issuance of warehoused supplies and materials to City departments.

**The hiring range for this position: \$79,081.60 - \$104,769.60 (DOQ)**

Handles the maintenance and operation of the Tyler Munis automated requisition and purchasing system software, warehouse and inventory software, and the purchasing card program; sets up system controls, account authorization, and limits; reviews transaction activity; opens and closes accounts. Responsible for supervising department employees, which includes instructing, assigning and reviewing work, and ensuring compliance with City personnel policies. As an important part of the City-wide leadership team, the incumbent must be a proven visionary, able to think strategically and exercise considerable initiative in directing and overseeing the procurement of goods and services, and solicitations of construction services for the City of Manassas.

Bachelor's degree in Business Administration, Public Administration or a related field; supplemented by five (5) years of progressively responsible supervisory experience in government procurement, inventory management, or related field; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Possession of an NIGP certification as a CPPB (Certified Professional Public Buyer) is required. Possession of a CPPO (Certified Public Procurement Officer), VCO (Certified Virginia Contract Officer) or CPM (Certified Purchasing Manager) is preferred. Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements. Must possess a valid driver's license.

This position will be open until filled.

Apply online at: <http://www.manassascity.org/hr/jobs>

**EOE M/F**