

Procurement Manager

GENERAL DEFINITION OF WORK:

Under general direction, performs supervisory, administrative, and purchasing work for New Kent County. Reports to the County Administrator. This position is exempt.

ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes, and directs the activities of personnel engaged in the procurement of goods and services for the County and School Board; ensures that subordinates receive orientation and training for assigned positions; assists and advises subordinates as necessary, resolving problems as non-routine situations arise; supervises all administrative matters in the division including budget preparation, budget expenditures, scheduling, and personnel matters.
2. Develops, implements, and enforces procurement ordinances, policies, and procedures to facilitate County departments' compliance with local purchasing ordinances and regulations.
3. Prepares purchase specifications and conditions to elicit competitive pricing from a variety of vendors; reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions; negotiates and recommends purchase contract awards for vendor meeting rates and conditions most favorable to interests of the County and/or Public Schools.
4. Manages combined budgets for purchase of equipment and supplies by County departments; develops and administers purchasing department budget; assists other departments with developing budget proposals. Serves as County's chief negotiator of all contracts. Signatory for County and School contracts. Approves all purchases of goods and services exceeding predetermined spending levels.
5. Develops and sets goals and objectives for department; implements electronic and computerized purchasing processes and systems to improve department effectiveness and efficiency.
6. Coordinates the County's and School Board's Surplus Property Programs; collects surplus equipment and transports to alternative facilities; makes surplus equipment available for sale at public auctions.
7. Serves as the administrator of the Purchase card program for both the County and Public Schools to ensure adherence to usage policy.
8. Informs vendors and County personnel regarding purchase activities, including, but not limited to, procurement policies and procedures, product availability, order/receipt discrepancies, etc.; reconciles invoice and purchase prices, contacting vendors as necessary.
9. Contacts prospective vendors to update bidders list and obtains other information; assists in maintaining vendor and commodity reference files. Solicits unsealed bids and phone quotations from vendors.

10. Represents the Purchasing Department at meetings with administration, elected officials, employees, vendors, external agencies, professional organizations, and other business and professional groups; develops and delivers presentations and training as needed.
11. Attends public bid openings and pre-bid conferences.

EDUCATION AND EXPERIENCE:

The position requires the education equivalent of graduation from an accredited college or university with a degree in business administration or related field, and five (5) years of professional experience in government purchasing. The Certified Public Purchasing Officer (CPPO) designation is required; or Certified Purchasing Manager (C.P.M.) designation and obtain CPPO designation within three (3) years of employment.

Review complete Job Description and apply online: www.co.new-kent.va.us