



King George County
Procurement Manager

Salary Range: \$56,544 - \$93,297

The Finance Department of King George County has a unique opportunity in the position of Procurement Manager who acquires goods and services for King George County, King George County Schools, and King George Service Authority, in accordance with State and County Purchasing laws, regulations and procedures. Work is performed under the general supervision of the Director of Finance. Supervision is exercised over subordinate personnel. The successful applicant must be a team player, detail oriented, able to multi-task and perform quality, professional work in a timely fashion.

Job Responsibilities include but are not limited to:

- Plans and coordinates the activities of the purchasing office; ensures compliance with, state and local procurement regulations and policies which include the VPPA.
- Consults with department heads concerning current and future purchasing and contracting needs, procurement concerns and problems; investigates and resolves complex business problems.
- Prepares bids and related documents and requests for proposals; prepares technical specifications.
- Oversees the opening and public reading of bids; prepares bid recaps and presents findings.
- Provides guidance to employees; prioritizes staff workload; develops, interprets and validates various design, performance and product specifications.
- Develops, implements and updates purchasing manual; leads procurement negotiations.
- Manages the technical aspects of contract administration including development, analysis and review of terms and conditions, negotiations and approval of contracts for services; prepares contract documents.
- Coordinates surplus property sales and auctions.
- Negotiates contracts for equipment maintenance, service and other items as needed, risk management.
- Reviews purchase requisitions and determines method of purchase.
- Confers with sales, vendor and manufacturing representatives; studies economic trends for necessary adjustments to purchasing activities.
- Maintains price book, vendor file and specification file; reviews and audits purchasing activities.
- Performs related tasks as required.
- Maintains the Bank of America Purchasing Card program for the County, Sheriff's Office and Social Services.
- Administers County and Service Authority VACORP renewals, GL and automobile claims.
- Maintains the vehicle inventory for the County along with the gas card program.

Knowledge, Skills and Abilities

Thorough knowledge of state laws relating to public purchasing, business methods, market and purchasing practices. Ability to write clear and concise contracts and specifications. Ability to express ideas effectively both orally and in writing; ability to establish and maintain effective relationships with associates, vendors and general public.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college with major course work in purchasing, marketing, business management or related field and extensive experience in the public sector of purchasing and contracting of a variety of services, supplies, materials and equipment.

CPPB or VCO certification preferred.

To apply please visit: <https://va-kinggeorgecounty.civicplushrms.com/CareerPortal/Jobs.aspx>