

ORANGE COUNTY, VIRGINIA

DEPARTMENT OF HUMAN RESOURCES

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POSITION ANNOUNCEMENT **Procurement Coordinator**

ORANGE COUNTY, VIRGINIA, a progressive community located in Virginia's Piedmont, is seeking a full-time Procurement Coordinator to perform technical work coordinating the procurement of governmental services, supplies, materials, and equipment. The position requires the minimum of an Associate Degree in Business, Accounting, Finance, or a related field, and five (5) years progressively responsible work experience. Other equivalent education and work experience may be considered in meeting the minimum education and experience requirements. The ideal candidate should possess knowledge of purchasing practices and knowledge of laws related to public purchasing. Competitive candidates will have the ability to express ideas clearly and concisely, both orally and in writing. The position works under the general direction of the Director of Management Services. Refer to the full Job Description for a complete list of duties and special requirements.

Interested candidates should visit orangecountyva.gov/Jobs.aspx or obtain an application package during regular business hours at the Orange County Administrator's Office, 112 W. Main Street, Orange, VA 22960; (540) 672-3313. This solicitation remains open until the position is filled; the first review of completed applications will begin on October 5, 2018. The hiring range is \$33,575 - \$43,648, Depending on Qualifications. Excellent benefit package includes retirement, paid leave, group life insurance, medical insurance, and more. Orange County is an Equal Opportunity Employer.