



**GLOUCESTER COUNTY**  
invites applications for the position of:

# **Purchasing Agent**

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**OPENING DATE:** 06/16/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**[Welcome to Gloucester County, VA](#)**

**Attention: This position is open until filled. Review of applications will begin immediately!** Our Purchasing Agent performs supervisory, administrative, and purchasing work for Gloucester County and Gloucester County Public Schools. Performs complex and specialized professional procurement of goods, services, construction and professional services in accordance with County, state, and federal procurement regulations. Plans, organizes, implements, and evaluates County risk financing and risk control plans to minimize adverse impacts to the County's operational and strategic goals. Must exercise considerable initiative and independent judgment in determining proper contractual agreements to benefit the County and manage the risk and purchasing programs. Reports to Chief Financial Officer.

**The hiring salary for the [Purchasing Agent](#) will be \$82,359 +/- based on qualifications.**

**QUALIFICATIONS:**

- Bachelor's degree in public or business administration, or a related field.
- Six (6) to nine (9) years of progressively responsible experience in governmental purchasing, risk management, and/or related experience with a minimum of two (2) to three (3) years of supervisory experience.
- Local government experience required. Virginia local government experience preferred.

**SPECIAL REQUIREMENTS:**

- Certified Public Purchasing Officer (CPPO) designation required; or Certified Purchasing Manager (C.P.M.) designation and obtain CPPO designation within three (3) years of employment.

A cover letter, current writing sample and resume must be submitted with the online application for consideration. NOTE: To be considered for this position, a completed application with a minimum of 3 professional references must be listed on application. **(Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)**

To apply on-line, visit our website at: [www.gloucesterva.jobs](http://www.gloucesterva.jobs)

*Gloucester County is an Equal Opportunity Employer*