



TOWN OF WARRENTON
is accepting applications for the position of:

Procurement Coordinator

SALARY: \$22.54 - \$36.06 Hourly
\$1,802.83 - \$2,884.53 Biweekly
\$46,873.54 - \$74,997.66 Annually

DEPARTMENT: Finance

OPENING DATE: 04/02/21

CLOSING DATE: Continuous

DESCRIPTION:

Definition

This position performs difficult and administrative work in the acquisition of goods and services for the Town of Warrenton. Position is responsible for preparation of procurement solicitations; reviews, analyzes, and coordinates the purchase of goods and services; reviews methods of acquisition; and reviews departmental purchase requisitions, purchase change order requests and other related procurement documentation. Position maintains and recommends updates to the Town's Purchasing Policy. Work is performed under the direct supervision of the Budget Manager.

Working Conditions

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

1. Researches and reviews cooperative contracts, market sources and vendors available to ensure most cost-effective and competitive pricing for the purchase of goods and services.
2. Determines and reviews methods of acquisition including method, time and place, and courier as appropriate.
3. Prepares invitations to bid and requests for proposals and/or quotes. Negotiates proposals as needed.
4. Submits advertising of bids to eVA, other advertising sources and vendors as appropriate.
5. Receives, reviews, and performs follow-up of bids, proposals and purchases for accuracy and completeness and ensures continued compliance with contracted vendors.
6. Generates and files departmental related reports or documents relating to the Department's procurement functions.
7. Maintains positive vendor relationships and provide efficient customer service with vendors and end- users, including resolving disputes between vendors and end-users when needed.
8. Maintains current knowledge of trends and developments regarding governmental purchasing procedures, regulatory changes, and new technologies.

9. Maintains all procurement records to include vendor records, bids, contracts, and other related documentation.
10. Provides information to vendors regarding policies, procedures, and interviews for placement on vendor list.
11. Performs contract administration functions to include contract renewals, tracking contract expiration dates, and documenting vendor performance.
12. Participates in pre-bid/proposal conferences, bid openings, proposal interview and negotiation processes, procurement conferences and tradeshow, and other meetings.
13. Receives purchase requisitions from departments, confirms dollar amounts are in agreement with established policies, procedures, and budget availability, and converts requisitions to purchase orders.
14. Responds to inquires of staff and administration regarding purchasing procedures.
15. Performs other related tasks as required.

EDUCATION, EXPERIENCE & KSAS:

Education & Experience

Associates degree in business management or related field and considerable experience in public purchasing, or equivalent combination of education and experience. Bachelor's degree preferred. Virginia Contracting Officer (VCO) within one year from date of hire required. Certified Professional Public Buyer (CPPB) certification within two (2) years of employment.

Knowledge, Skills & Abilities

Knowledge of The Virginia Public Procurement Act, generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work, ability to effectively communicate and interact with supervisors, members of the general public, employees, Town Officials and others involved in performance of job duties; strong communication skills both verbally and in writing, ability to operate a computer, and other office equipment needed to perform job duties, proficiency in various software, including Microsoft Office suite, databases, procurement systems, and contract management systems; ability to provide the highest level of customer service; and excellent interpersonal skills and ability to work in a team environment.

ADDITIONAL INFORMATION:

Special Requirements

Must possess satisfactory results of a pre-employment investigation including a credit check.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications as required of employees assigned to this job.

APPLICATIONS MAY
BE FILED ONLINE AT:
<https://warrentonva.gov>

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