



MONTGOMERY COUNTY VIRGINIA

EST. 1776

Purchasing Manager

Montgomery County, Virginia

#130201-1

Montgomery County has an opening for **Purchasing Manager**. Qualified candidates will possess extensive knowledge of the Virginia Public Procurement Act; purchasing principles, practices, regulations and legislation governing purchasing; and ability to effectively negotiation with departments and suppliers. Reporting to the Finance Director, essential duties include but are not limited to: manage all aspects of procurement contracts; review and approve purchase orders; administer surplus program for all County departments and other agencies for which the County is fiscal agent; maintain and update procurement policy and procedures manual; provide procurement policy training to employees; ensure compliance with all state and federal procurement laws; manage purchasing card program; plan and implement projects; develop and maintain policy and procedures manual; and similar duties of equivalent responsibility.

Bachelor's Degree in Accounting, Business, Finance or directly related field and minimum of 5 years of progressively responsible experience in purchasing at a managerial level in municipal finance/financial management are required. One or more of the following certifications or equivalent(s) are also required: Certified Professional Public Buyer, Certified Professional Public Officer, Virginia Contract Officer and/or Certified Professional in Supply Management. Successful candidate must have demonstrated ability to establish & maintain effective working relationships with officials, peers/associates, and related agencies.

Competitive salary commensurate with experience/qualifications plus excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement, wellness program). Interested candidates should apply online at: <http://www.montgomerycountyva.gov/hr> by **Tuesday, June 15, 2021** to be considered. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender/orientation, national origin, disability or protected veteran status.



