

CITY OF HARRISONBURG
invites applications for the position of:
Procurement Manager

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$27.48 - \$31.60	\$2,198.40 - \$2,528.00	\$4,763.20 - \$5,477.33	\$57,158.40 - \$65,728.00

OPENING DATE: 07/14/21

CLOSING DATE: Continuous

DESCRIPTION:



Are you seeking a challenging yet rewarding office career in a teamwork environment that will allow you to make an impact in the operation of City departments and services? If so, consider applying for the City of Harrisonburg's Procurement Manager career with the Department of Finance's Purchasing Division!

The Procurement Manager is a full-time, exempt position with benefits and a preferred hiring range of \$27.48 - \$31.60 per hour (equivalent to \$57,158 - \$65,728 annually); however, an exact salary will be dependent upon the selected applicant's qualifications. The ideal candidate for this position will oversee the purchasing and contracting of City services, supplies, materials and equipment while leading the division, which consists of this position and one Procurement Specialist.

As the Procurement Manager, you will have the opportunity to:

- Plan, coordinate and oversee the purchasing activities for City departments;
- Plan and coordinate the activities of the Purchasing Office;
- Develop, maintain and recommend purchasing policies and procedures that are in compliance with the Virginia Public Procurement Act (VPPA);
- Determine methods of purchasing for goods, services and construction;
- Prepare and publicly post Invitations to Bid (ITB) and Requests for Proposals (RFP);
- Oversee the opening and public reading of ITBs and RFPs;
- Evaluate ITB and RFP responses for compliance with procurement requirements;
- Assist departments with award determinations;
- Prepare and review contract awards and contract terms and conditions in coordination with the City Attorney;
- Maintain the contract management system;
- Oversee the City's utilization of the State eVA procurement system;
- Consult with department heads and other city staff concerning current and future purchasing and contracting needs, procurement concerns and problems;

- Provide training to City staff, customers and suppliers on procurement practices;
- Manage the City's purchasing card (credit card) program;
- Oversee the review of City invoice and purchase order documentation;
- Review and approve purchase requisitions to ensure policy compliance;
- Prepare and maintain appropriate files and records, including vendor files and IRS W-9s;
- Process IRS 1099s;
- Develop and maintain relationships with vendors;
- Manage the disposal of surplus property.

Physical Requirements: 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 stooping, reaching, standing, walking, lifting, and fingering; 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.

Minimum Requirements:

- Bachelor's degree with coursework in purchasing, marketing, business management, or related field and considerable (3-5 years) experience in the purchasing and contracting of a variety of services, supplies, materials and equipment, or an equivalent combination of education and experience.
- Valid driver's license.
- Virginia Contracting Officer (VCO), Certified Public Procurement Officer (CPPO), or Certified Professional Public Buyer (CPPB) certification highly preferred but not required.

The ideal candidate for this position will have:

- Thorough knowledge of:
 - Business methods, markets and purchasing practices;
 - Laws relating to public purchasing;
 - Various grades and qualities of a variety of materials, supplies and equipment used by the City;
 - Standard office procedures, practices and equipment.
- Skill in the use of Microsoft Office.
- The ability to:
 - Write clear and concise contracts and specifications;
 - Express ideas clearly and concisely both orally and in writing;
 - Plan and review the work of office staff in performing varied procurement functions;
 - Establish and maintain effective working relationships with City employees, supervisors, vendors and the general public.

The successful applicant for this position will be subject to a DMV record review and must complete a satisfactory drug screen and criminal background check.

To Apply: In order to be considered, all candidates must submit a complete a City of Harrisonburg online employment application, to include previous work experience and education history. **The first review of applications is expected to begin by July 23, 2021.** This position may close at any time after 10 calendar days. (posted 07/14/2021)

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5130 - (July 2021)
PROCUREMENT MANAGER
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

An Equal Opportunity Employer
