



## Albemarle County Local Government

### [Procurement Specialist I](#)

#### ***Department of Finance and Budget***

Full-Time, 12 months

Non-Exempt, Pay Grade 12

VRS-Eligible, Benefits-Eligible

The Albemarle County Department of Finance and Budget is actively recruiting a **Procurement Specialist I** to join our team. The successful Procurement Specialist I will perform responsible technical and professional work in coordinating the County's and School Division's procurement system in accordance with Virginia Procurement Act and Albemarle County Purchasing Manual Codes and regulations, and purchasing best practices. Responsible for procurement of goods/services for the Purchasing Division and processing expenditures thereto, including the use and reconciliation of the P-Card. Responsible for maintaining contract files and assist with contract admin, assisting in evaluation of supplier performance and determining the appropriate procurement requirements to be followed in the selection of successful vendor. Conducts procurement research, provides procurement customer service and completes related work as required. Work is performed under minimal supervision.

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