



HANOVER COUNTY GOVERNMENT
invites applications for the position of:

Contract Manager

SALARY:	\$64,466.00 - \$87,029.00 Annually
JOB TYPE:	Full-time
LOCATION:	Hanover Courthouse, Hanover
DEPARTMENT:	Finance and Management Services - Purchasing
OPENING DATE:	03/18/22
CLOSING DATE:	Continuous

DESCRIPTION:

General Description: This is a professional position. The incumbent performs contract administration related to the procurement of goods, services and construction for county government, schools, jail and library.

Organization: The Contract Manager reports to the Purchasing Division Director. This position may function as lead in the absence of the Division Director.

Essential Functions:

- Acts on behalf of the Purchasing Division Director in his/her absence.
- Reviews/approves purchase requests for release of a purchase order.
- Serves as backup Program Administrator for County and School Purchasing Card programs.
- Performs contract spend analysis and contract risk assessment to assist in annual budgeting process.
- Determines proper procurement methods in compliance with procurement laws, ordinances, policies and regulations.
- Researches the availability of cooperative contracts (state, other localities or national cooperative purchasing groups).
- Reviews and/or works with staff to develop specifications.
- Prepares/places advertisements for solicitations, issues solicitations and evaluates responses.
- Conducts pre-bid and pre-proposal conferences.
- Serves as chairperson for RFP evaluation committees.

- Negotiates contracts and contract renewals.
- Monitors the execution of contracts for compliance with contract provisions.
- Performs or assists end users with contract administration procedures.
- Maintains complete documentation of procurement transactions.
- Assists with planning and conducting procurement training workshops for county and school staff.
- Performs related work as assigned.

Working Conditions:

A. Hazards

- None known

B. Environment

- Office

C. Physical Effort

- Minimal

D. Exempt

Knowledge, Skills and Abilities: Considerable knowledge of State and County procurement laws, policies, regulations, and procedures related to procurement activities and the ability to interpret and apply this knowledge. Knowledge of methods of procurement, general business and contract principles and specification development, contract negotiation, contract administration, insurance, bonding requirements, and contractor licensing. Effective written and oral communication skills. Ability to deal courteously and tactfully with the public and county staff and to exercise independent judgment in decision making. Average keyboarding ability using personal computer, required. Knowledge of and experience with automated procurement systems, preferred. Knowledge and skilled in MS Office software, required.

Education, Experience and Training: Associate's degree required (bachelor's degree in business, public administration or related field preferred) with at least four (4) years' governmental purchasing experience preferred and certification in public purchasing (VCO, VCCO, CPPO, CPPB or C.P.M.) desired— **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period

Revision Date: March 2022

SPECIAL INSTRUCTIONS TO APPLICANTS:

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SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hanovercounty.gov>

Position #202200063
CONTRACT MANAGER
DL

7515 Library Drive
Hanover, VA 23069
804-365-6075

humanresources@hanovercounty.gov

Contract Manager Supplemental Questionnaire

- * 1. What is your highest level of education?
 - Associate's Degree
 - Bachelor's Degree or above
 - None of the above
- * 2. How many years of public contract administration experience do you have in Virginia?
 - Less than 4 years
 - 5-10 years
 - More than 10 years
- * 3. Where have you worked in a contract administration capacity?
 - State
 - Locality
 - Higher Education
 - Other
 - No public contract administration experience
- 4. If other, please explain:

- * 5. Do you hold any contract management certifications?
 - Yes
 - No
- 6. If yes, please specify:

- * 7. Have you used eVA?
 - Yes
 - No
- 8. If yes, please indicate how long you have been using eVA and list the functionality you

have used.

* 9. Please describe why you are interested in this position and how it fits in with your career goals.

* Required Question