

Purchasing Officer # 1381

The County of Fluvanna is recruiting for the position of Purchasing Officer. This position is a full-time non-exempt position that performs professional procurement services exercising extensive independent judgment and management capabilities. Duties involve complex and specialized work in the procurement of a variety of supplies, materials, vehicles, equipment, public works and capital outlay projects, professional and non-professional services, and other services required by, but not limited to, Fluvanna County staff. Prepare formal solicitation packages including review and preparation of detailed technical specifications, terms and conditions, bonding and surety information, sample contract, and special instructions. Assist management in developing bid request and proper preparation of procurement documents. Prepares, reviews, and negotiates contracts for materials, equipment, supplies, construction, public works and capital outlay projects, and for professional and non-professional services. Monitor and evaluate vendor performance and contract compliance and assist in maintaining the integrity and administration of the organization's purchasing system. This position will also have oversight of fixed asset inventory, risk management and assists with grants and awarded contracts for compliance.

Requires an Associate's degree in business or public administration and considerable purchasing experience, preferably in the public sector; or any equivalent combination of acceptable education and experience. Desired professional certification from a recognized purchasing related organization, such as Virginia Contracting Officer (VCO) or Certified Public Procurement Officer (CPPO). Expected hiring range \$21.55 to \$24.78 hourly rate – DOQ, plus excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement).

Submit a cover letter, resume, references, and a County application to jobs@fluvannacounty.org.

Applications are available on the county website at www.fluvannacounty.org. Position open until filled. EOE.