



**ISLE OF WIGHT COUNTY  
invites applications for the position of:**

## **Purchasing Agent**

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**SALARY:** \$55,556.00 - \$72,224.00 Annually

**OPENING DATE:** 04/07/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The Purchasing Agent performs advanced professional procurement services for the County. The incumbent's duties involve complex and specialized work in the procurement of a variety of supplies, materials, vehicles, equipment construction, capital outlay projects, professional, non-professional, and other services.

**EXAMPLES OF DUTIES:**

- Prepares formal solicitation packages including: review and preparation of detailed technical specifications, required terms, conditions for sealed competitive bid and proposal, required bonding and surety information, sample contract and special instructions;
- Develops bid advertisement notices, bidders list and initiates vendor development as required;
- Assists departments in providing contract administration of projects;
- Assists user departments in developing specifications, scope of work, invitation for bid/request for proposal criteria, and providing direction as to proper preparation of procurement documents;
- Reviews procurement requests for adequacy and completeness;
- Makes changes to departmental submissions in order to ensure compliance with legal requirements, best procurement and standard business practices thereby ensuring procurements are completed in the best interest of the County;
- Supervises public openings of sealed competitive bids at predetermined time;
- Posts tabulations of bids;
- Analyzes bid results for compliance to original solicitation specifications, terms, and conditions, applicable State laws and procurement guidelines;
- Assists departments with the recommendation of acceptance or rejection of bid/proposals based on analysis;
- Prepares, reviews and negotiates contracts for materials, equipment, supplies, construction, capital outlay projects, services which include professional and non-professional services;
- Assists in interviews of and negotiations with consultants, professional services and other service providers as required and ensures that interviews and negotiations for such services are conducted in compliance with State laws and good business practices;
- Keeps the Budget and Finance director abreast of any contractual and vendor problems/concerns and recommends solutions to these problems/concerns;
- Solicits written and telephone quotations and actively seeks and develops alternative sources of supplies;

- Keeps abreast of industry trends, research developments, new products and markets, and market changes which will affect procurement through training and research;
- Monitors incoming requisition and projects requests for adherence to established purchasing manual procedures and County policies;
- Analyzes County commodity usage and investigates methods of economically consolidating requirements establishing purchase orders and contracts that more adequately serve the best interests of the County and its materials and service needs;
- Analyzes all public bids to ensure collusive activities are not occurring and that bids are in all respects fair and honest;
- Ensures poor performances from Contractors or Consultants are documented and that such firms are not used in the future;
- Manages the State contract program;
- Maintains access to current listings of all State contracts and ensures that all departmental staff are abreast of these agreements and correct procedures in using these contracts;
- Performs comparative spreadsheet analysis and researches information about materials, equipment, service and projects as required;
- Evaluates County-wide usage of various goods and services, and provides the budget and finance director with recommendations regarding: potential blanket order contract agreement opportunities, substitution of materials currently being used, improvements to procurement processes and methodologies being employed;
- Responsible for administrative oversight of the P-card system including internal audit of the program;
- Recommends procedural and/or policy changes based on changes in statute or case law, internal solutions and/or trends;
- Determines system processes to support efficiencies in processing of solicitations, orders, and strategic sourcing;
- Assists in watching legislation relating to procurement and making comments to ensure the County's interests are protected and shares concerns or changes with Supervisor and Administrative staff;
- Administers the Administrative Appeals procedures;
- Participates in training and updates in Purchasing to share with Departments/staff.
- Stays abreast of major projects, building programs, and issues of administrative interest to ensure best practices are supportive of the County's goals and best interests;
- Maintains working knowledge of the following: Ethics, Virginia Public Procurement Act, Purchasing Manual, Anti-Trust, Contract Administration, Case Law, and Procurement of Professional Services;
- Reviews, maintains compliance with and recommends changes to the Purchasing Department Budget.
- Performs other related duties as assigned.
- Observe all approved safety and health policies and procedures pertaining to his/her work activities and perform all work tasks in a safe and healthy manner in accordance with County policy

### **PHYSICAL DEMANDS**

The work is light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Requires the use of fingers, balancing, climbing, crouching, grasping, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, standing, talking, visual acuity, and walking.

### **WORK ENVIRONMENT**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

Requires a Bachelor's degree, and three (3) years of work experience in public procurement (Virginia Local Government experience preferred) or equal combination of experience sufficient to meet the Job Duties of the Purchasing Agent.

**Licenses or Certifications:**

CPPB, CPPO, CPM Certification preferred.

**Knowledge, Skills and Abilities:**

- Knowledge of general contract law and laws related to public purchasing;
- Knowledge of business, commercial, and purchasing practices;
- Ability to communicate effectively orally and in writing;
- Ability to exercise independent judgment;
- Ability to deal with vendors and department heads with tactfulness and resolve differences professionally.

**SUPPLEMENTAL INFORMATION:**

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs.

Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.isle-of-wight.va.us/>

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Position #1  
PURCHASING AGENT  
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