

## Senior Procurement Specialist - Construction

### Department of Budget & Finance

Full-Time, 12 months

Exempt, Pay Grade 19

VRS-Eligible, Benefits-Eligible

### Join the Albemarle County Team:

[Albemarle County](#) is one of the most desirable locations in Virginia and the nation, with an excellent school system, low taxes, low crime and unemployment rates, a skilled and educated workforce, and a wealth of cultural, historical, and recreational amenities in a beautiful setting.

It's our mission to enhance the well-being and quality of life for all citizens through the provision of the highest level of public service consistent with the prudent use of public funds.

We deliver this in a [diverse locality](#), with rural, suburban and urban characteristics. The **Albemarle County Core Values** are the foundation for all we do.

- **Integrity:** We value our customers and co-workers by always providing [honest and fair treatment](#).
- **Innovation:** We embrace creativity and positive change. Learn about this from the People of Albemarle. Have you heard about our partnership for an [autonomous shuttle](#) in Crozet?
- **Stewardship:** We honor our role as stewards of the public trust by managing our [natural](#), [human](#) and [financial](#) resources respectfully and responsibly.
- **Learning:** We encourage and support lifelong learning and personal and professional growth. We support our team through internal and external training opportunity. Check out our *free* in-house training opportunities.
- **Community:** We expect diversity, equity and inclusion to be integrated into how we live our mission. See how we're living out this value in the Office of Equity and Inclusion [2020 Annual Report](#).

We take care of our team, offering employees [BE WELL Albemarle](#) support to provide opportunities to understand and follow an active lifestyle that promotes a culture of good health and wellness.

We take care of the [environment](#), with a department dedicated to programs supporting Pollution Prevention (P2), Energy Conservation and other environmental initiatives.

## Senior Procurement Specialist - Construction

The Albemarle County Department of **Budget & Finance** is actively recruiting a **Senior Procurement Specialist - Construction** to join our team. The successful **Senior Procurement Specialist - Construction**, leads and oversees the complex procurement of construction & engineering services and is funded by the Capital Improvement Plan for both Local Government and the School Division. Brings demonstrated ability to develop and comprehend highly complex solicitation and contract documents, including the ability to interpret procurement-related law and policies, apply that knowledge, and as needed participate in the development of related policies and procedures.

## The Expectations

Essential functions and responsibilities of **Senior Procurement Specialist - Construction** include, but are not limited to, the following:

### ESSENTIAL FUNCTIONS:

- Leads procurement for multiple interrelated projects requiring public input, multiple design teams, multiple groups of project stakeholders and multiple prime contractors;
- Demonstrated understanding of construction projects requirements, particularly schedule related purchasing and contractual activities;
- Communicates verbally and in writing in order to negotiate acquisitions, produce contract documents and related correspondence, clarify specifications, and explain contract terms and conditions;
- Conducts formal meetings for procurement conferences and bid openings;
- Demonstrates independence in workload management, attention to detail and using assigned resources to accomplish tasks and projects;
- Make purchases involving commercial requirements that have unstable price or product characteristics, hard-to-locate sources, or similar complicating factors;
- Advises management and contracting officers on matters pertaining to contracting policies and procedures;
- Ensures the related files and documentation are prepared properly and in accordance with applicable regulations and policies;
- Analyzes procurement performance against established indicators, and recommends avenues for improvement by utilizing considerable judgment, initiative and resourcefulness;
- Maintains contract status tracking, prepare notices to requiring departments/divisions regarding contract end dates, contract renewals, contract performance documentation and prepare renewals for term contracts, as necessary. Prepare contract modifications or change orders and route for review, approval and signatures. Maintain contract file documentation;
- In collaboration with the Chief of Procurement and the requiring departments and divisions, prepare necessary correspondence in the face of contract performance issues. Facilitate resolution and prepare and file documentation when contract termination is necessary;
- Assists with purchase order management, workflow assistance, communication on contract delivery, and overall procurement fulfillment;
- Reviews procurement related documents including payment bonds and performance bonds for contract assurance and delivery expectations;
- Collaborate with project managers to define procurement requirements including proposed qualifications, value of the contract, term of contract, reference documents,

and ensure proper contractual guidelines and policy procedures are followed in the procurement process;

- Facilitates the process modifications or changes around vendor management including analysis and verification of contractor responsibility, contractors past performance, and production and technical ability on current and previous acquisitions for award management of contracts;
- Liaises with procurement partners to review, report, and revise contractual agreements as necessary;
- Prepares vendor metrics and reporting regarding contractual obligations and overall program participation;
- Works with internal related parties as required, including but limited to Risk Management; County and Schools' Attorneys; Facilities and Environmental Services; School Building Services; Project Management Office; and various local government and Schools' departmental liaisons;
- Demonstrates and follows the Albemarle County Pillars of High Performance as we are all stakeholders, who share leadership, ownership, and responsibility for the County's vision, mission, core values, and strategic goals;
- Follows the Leadership Philosophy, demonstrates the Core Values, and uses the Business Operating Principles as a guide for operating process and how the work is accomplished;
- Provides every customer with an experience that is professional, empathetic, and responsive while promoting understanding and an organizational climate of equity and inclusion.
- Performs other work duties as assigned

## **THE QUALIFICATIONS**

### ***Education and Experience***

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree combined with at least five (5) years increasingly responsible professional work in public procurement, public construction project management or related work following local, state and federal regulations. Prefer Construction Management-At-Risk (CMAR) experience.

### ***Knowledge, Skills and Abilities***

Knowledge of the legislation, regulations, and methods used in local government contracting and procurement; as well as knowledge of business and industry practices, sources of supply, cost factors, and procurement requirement characteristics. Knowledge of construction buying or experience with the complexity and nuances of the construction industry. Experience managing different opinions, facilitating professional discussion, resolving conflict and finding resolution. Knowledge of solicitation or purchasing methods, that would be acquired through extended training or experience. Proven ability to use good judgement on a case by case basis to ensure compliance with organizational policies and legal procurement requirements in contract creation and execution. Proven excellent customer service orientation and service as a collaborative and

trusted source of information for the County of Albemarle. Ability to perform formal solicitations from concept to contract in alignment with Virginia Public Procurement Act (VPPA) and the Construction and Professional Services Manual (CPSM). Excellent communication skills – both written and verbal. Excellent customer service skills. Proficiency with Microsoft Office Suite (Excel, Word, Outlook, PowerPoint). Work involves public contact and requires the exercise of considerable independent judgment, customer service oriented with self-initiative and discretion in accordance with all applicable Federal and State rules, regulations and State and Albemarle County procurement policies and procedures.

#### **THE PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS**

Conducts work in a sitting position; however, job requires frequent standing, walking, bending, stooping and light lifting up to 30 pounds; requires frequent operation of a variety of office machines; regular contacts made with individuals from (a) other internal organization units, (b) outside organizations or (c) frequent contact with the general public for purposes of exchanging factual information which may require some judgment or interpretation in order to be responsible to questions or applicable to a specific situation; communication with Department Heads/ Principals and staff members of local government and schools on a regular basis is required; frequent contact with vendors and sales persons is necessary; communication is usually cooperative in nature.

#### **THE SALARY RANGE**

The hiring range for this position is \$62,068 - \$81,690 per year. Starting offer is based on applicable education beyond minimum requirements and internal equity. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full time, FLSA exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

**DEADLINE FOR APPLICATIONS:** Position open until filled.

**PROCESS:** For consideration please apply at <https://albemarleva.tedk12.com/hire/index.aspx>

#### **EOE/EEO**

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.