



Senior Purchasing Specialist

Falls Church, VA

Full-Time

Salary Starting: \$ 85000

Closing Date: October 31, 2022

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The City of Falls Church Financial Services Division has an immediate vacancy for a Senior Purchasing Specialist. This position will be responsible for and perform a wide variety of tasks associated with the procurement of goods and services ensuring compliance with City, State and federal procurement regulations and guidelines. The position reports to the Purchasing Agent.

Falls Church is an independent city six miles from the nation's capital. It is small in area (2.0 square miles) and population (~16,000). The City is known for its urban village community, quality customer service, nationally ranked school system, environmental activism, and endless community activities.

RESPONSIBILITIES

- Provide strategic procurement guidance and technical support to departments in the procurement process for various goods and services, identify any deficiencies and work with stakeholders and contractors to resolve them.
- Ensure compliance with City, state and federal requirements, regulations, policies and procedures as well as generally accepted procurement practices related to securing goods and services in accordance with the Virginia Public Procurement Act (VPPA).
- Establish, manage and monitor contracts and contractor performance/compliance throughout the contract life cycle.
- Determine appropriate method of procurement such as Invitations for Bids (IFBs), Requests for Proposals (RFPs), Requests for Quotes (RFQ) as well as Sole Source and Emergency Procurements in accordance with established policies, procedures and guidelines. Research and identify potential sources for goods and services including available national, regional, local, state, federal or other cooperative contracts.

- Manage solicitation processes to include the writing of specifications and scopes of work, determine and/or develop appropriate terms and conditions, evaluate bids/proposals, participate in contract negotiations and recommend awards. Create, maintain and update contract records as needed.
- Provide guidance, assistance and training to stakeholders regarding procurement and contract administration.
- Develop and maintain cooperative working relationships across departments, with contractors and peers.
- Assist in management of the City's purchasing website including posting of solicitations on eVA, the Commonwealth of Virginia's procurement portal.
- Process purchase requisitions and purchase orders in the City's financial system (MUNIS) as needed.
- Perform related tasks as required.

QUALIFICATIONS

- Graduation from an accredited college or university with major course work in business administration, public administration, business law or related field. At least 3 years of experience in commercial, federal, or local government procurement, purchasing, contract management, or any combination of relevant experience.
- Skill, training and experience in interpreting and applying procurement fundamentals and contract law to applicable situations.
- Ability to maintain high degree of professionalism and discretion when dealing with sensitive and confidential information; self-starter, requiring minimal supervision and direction; ability to work effectively independently and in a team environment.
- Ability to communicate effectively orally and in writing with diverse internal and external customers
- Ability to adjust to changing priorities and handle multiple tasks simultaneously with attention to detail; learn and apply new skills.
- Strong analytical skills and the ability to identify and solve problems quickly;
- Proficient in Microsoft Office Suite.
- Preferred Qualifications - Possession of Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB), VCO (Virginia Contracting Officer), VCA (Virginia Contracting Associate), Certified Purchasing Manager (CPM) and/or related certifications.

Salary and Benefits: \$85,000+, depending on qualifications. Comprehensive benefits package including pension plan, deferred compensation plan, health insurance, dental insurance, flexible spending account, college savings plan, life & long-term disability insurance, paid holidays, vacation & sick leave, credit union membership, free parking, and more. [See more details on benefits here.](#)

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the mutual agreement of the hiring authority and the

Human Resources Division. Requests for reasonable accommodation should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call HR Director Steven J. Mason, Sr., at 703-248-5129, (TTY 711).

All City Facilities Are Smoke Free