



DEPARTMENT OF
**HUMAN
RESOURCES**

**CITY OF
RICHMOND**
Department of
Human Resources
900 East Broad
Street, Suite 902
Richmond, VA 23219
804-646-5660
<https://www.rva.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Procurement Analyst, Senior**

An Equal Opportunity Employer

SALARY

\$2,284.62 - \$4,101.73 Biweekly \$59,400.00 - \$106,645.00 Annually

ISSUE DATE: 12/09/22

FINAL FILING DATE: 01/08/23

THE POSITION

Hiring Range: Up to \$83,022.50

The Department of Procurement Services is seeking a qualified, proficient and dependable individual for the position of Procurement Analyst, Senior. The incumbent is tasked with some of the largest and most complex contract actions, and with procurement of specialized goods and services such as those related to information technology, telecommunications, and construction. Incumbent may act as lead workers and may be paired with less experienced staff to provide on-the-job-training.

DUTIES INCLUDE BUT ARE NOT LIMITED TO

- Serving as lead procurement analyst and subject matter expert (SME) for complex procurements;
- Analyzing the requirements and determining the method of procurement;
- Suggesting appropriate alternative contracting methods in compliance with Virginia and City of Richmond laws, regulations and goals;
- Ensuring proper execution of all aspects of the IFB, RFQ and RFP processes are completed accurately, timely and on-budget;
- Training and mentoring junior level procurement analyst staff as assigned in developing skills in research and document preparation;
- Providing procurement training to Agency project managers and project staff.

This position is considered an Essential Personnel, which means that the incumbent is required to work when the City is closed due to public emergencies, critical or hazardous conditions or inclement weather.

QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of purchasing and procurement practices and processes, invitations for bids (IFBs) and negotiated procurement; complex contracts; principles of acquisition (such as streamlining, reform, e-gov initiatives, planning, strategy, and strategic sourcing); specialized procurement such as construction, information technology, telecommunications, or A&E design; Virginia and Richmond procurement codes and related government acquisition regulations and statutes; business law; and mathematics and accounting, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, budgeting, business management, and contract management. Demonstrated skills in technical writing; negotiating (pricing, terms, and contract condition); maintaining professional relationships; collaborating with others; proofreading documents; providing customer service; and oral and written communication. Demonstrated ability to pay attention to detail; multi-task; listen; analyze guides in terms of acquisition requirement and contractor capabilities; and effectively interact with, coordinate, and resolve problems with personnel from varied backgrounds and organizations.

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree in business administration, finance, or directly related field
- Four years of professional procurement experience which includes experience with large, complex purchases and contract administration, preferably in the public sector
- Supervisory experience preferred
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification

LICENSING, CERTIFICATIONS and/or OTHER SPECIAL REQUIREMENTS:

- Current Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) certification is preferred
- Virginia Contracting Associate (VCA) and Virginia Contracting Officer (VCO) certifications by the Virginia Institute of Procurement are preferred

PREFERRED TRAINING AND EXPERIENCE:

- Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) with in-depth municipal or public agency procurement and contracting experience;
- Meticulous attention to detail and positive, customer-focused attitude;
- Strong oral and written communication skills;
- Demonstrated ability to develop and nurture cooperative and professional relationships with client departments and agencies.
- Exceptional technical writing skills

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
<https://www.rva.gov/>

EXAM #35M0000911
PROCUREMENT ANALYST, SENIOR
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Procurement Analyst, Senior Supplemental Questionnaire

- * 1. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?
 - Yes
 - No
- * 2. 5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?
 - Yes
 - No
- * 3. Employees in this job classification are designated as Essential Personnel and must be available to report to work during inclement weather, disasters and other emergencies. Are you willing and available to report to work during these conditions?
 - Yes
 - No
- * 4. Which answer best describes your highest level of education?
 - High School Diploma/GED
 - Some college
 - Associate's Degree
 - Bachelor's Degree
 - Master's/Advanced Degree
 - None of the above
- * 5. Do you have a Bachelor's Degree in Business, Construction Management, Public Administration, Law or related field?
 - Yes
 - No
- * 6. Which best describes your years of procurement experience?
 - Less than four years of experience
 - Four to seven years of experience
 - More than seven years of experience
- * 7. Do you have recent working experience in a Virginia locality, or other government agency?
 - Yes
 - No
- * 8. Select all the below professional certifications you have that relate to procurement. (Select all that apply)
 - Certified Public Procurement Officer (CPPO)
 - Certified Public Procurement Buyer (CPPB)
 - Virginia Contracting Officer (VCO)

- Other Procurement related certification
- None of the above

- * 9. If you selected "Other procurement related certification" above, please name the credential(s) below. If you did not select "other", type "N/A".

- * 10. Summarize how your education, training and experience have prepared you for this opportunity?

* Required Question