



GLOUCESTER COUNTY
invites applications for the position of:

Purchasing Agent

SALARY: \$92,009 +/- DOQ

OPENING DATE: 12/13/2022

CLOSING DATE: Open Until Filled

Description:

Gloucester County's Purchasing Agent performs supervisory, administrative, and purchasing work for Gloucester County and Gloucester County Public Schools. The Purchasing Agent also performs complex and specialized professional procurement of goods, services, construction and professional services in accordance with County, state, and federal procurement regulations. This position plans, organizes, implements, and evaluates County risk financing and risk control plans to minimize adverse impacts to the County's operational and strategic goals. In this position you must exercise considerable initiative and independent judgment in determining proper contractual agreements to benefit the County and manage the risk and purchasing programs. This position reports to the Chief Financial Officer.

Required Knowledge, Skills, and Abilities:

Advanced knowledge of modern governmental purchasing principles, methods and procedures.

Advanced knowledge of the methods and procedures used in preparing bid specifications.

Advanced knowledge of the formal and informal bid process.

Qualifications:

Bachelor's degree in public or business administration, or a related field.

Minimum of six (6) years of progressively responsible experience in governmental purchasing, risk management, and/or related experience with a minimum of three (3) years of direct supervisory experience.

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Local government experience required. Virginia local government experience preferred.

Any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Special Requirements:

Certification as a Certified Professional Public Buyer (CPPB) or other relevant professional certifications from a recognized purchasing related organization preferred.

To be considered for this position, your online application must include your cover letter and resume. A minimum of 3 professional references must be listed on the application.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer & Drug Free Workplace