



GLOUCESTER COUNTY
invites applications for the position of:

Buyer

SALARY: \$46,037 +/- DOQ

OPENING DATE: 03/08/2023

CLOSING DATE: Open Until Filled

Description:

Under general supervision, the buyer performs entry-level technical work in purchasing materials and supplies for the County and Public School System. Employee must exercise independent judgment and initiative to ensure the quality of material and supplies purchased and compliance with established standards and specifications. Employee must exercise considerable tact, courtesy, and firmness in frequent contact with vendors, County, and School Board personnel. Reports to the Purchasing Manager.

Required Knowledge, Skills, and Abilities:

General knowledge of the various grades and qualities of a wide variety of materials, equipment, supplies, and services used by the County and Public School System.

General knowledge of Virginia Public Procurement Act.

General knowledge of modern business practices.

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

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

General knowledge of the principles and methods of inventory control and record keeping.

Qualifications:

Associate's degree in business or a related field.

Two (2) to three (3) years of purchasing experience, preferably in a governmental purchasing environment.

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

Special Requirements:

Possess Virginia Contracting Associate (VCA) certification, or obtain within 12 months of employment.

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