

PROCUREMENT SPECIALIST

APPLY ONLINE:

<https://va-kinggeorgecounty.civicplushrms.com/careers/Jobs.aspx>

Job Status: Full-Time

Rate of Pay: up to - \$60,000 based on qualifications and experience

Status: Until Filled

Details: Position is Open Until Filled & may be filled as a Procurement Technician until VCA (Virginia Contracting Associate Officer) certification is achieved!

GENERAL DEFINITION OF WORK:

Performs intermediate professional work in the purchasing and contracting of services, supplies, materials, and equipment; does related work as required. Work is performed under the general supervision of the Procurement Manager. *Position maybe filled as a Procurement Technician.*

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Under the direction of the Procurement Manager: coordinating and planning purchasing activities, processing purchase orders, developing and maintaining relationships with vendors, preparing reports, and maintaining Procurement files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Writes and administers formal and informal solicitations using County and Virginia Public Procurement laws, ordinances, and policies.
- Will make determinations on sole source procurements, will work with various departments to develop specifications and scope of work and/or services and use county contract templates to prepare contracts for legal review.
- Coordinates the opening and public reading of bids, prepares bid recaps, and presents specification.
- Manages the technical aspects of contract administration including development, analysis and review of terms and conditions, negotiations, and approval of contracts for services; prepares contract documents.
- Negotiates contracts for equipment maintenance, service, and other items as needed, risk management.
- Prepares, reviews and processes purchase requisitions for the County, Public Schools, and Service Authority.
- Assists departments with obtaining best pricing/savings on purchases.
- Coordinates surplus property sales and auctions.
- Maintains vehicle log for county vehicles and coordinates with Mansfield for fuel cards.

HUMAN RESOURCES

10459 Courthouse Drive, Suite 200

King George, VA 22485

Telephone: (540) 775-9181

Fax: (540) 775-5248



- Maintains purchasing card files, applies for new cards, deactivates cards when appropriate, and reviews suspected fraud emails.
- Provides customer service to users, vendors, and elected officials as needed through daily advice and guidance as well as resolution of vendor disputes.
- Maintains computerized vendor master files.
- May require attendance for night meetings.
- Performs related tasks as required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of State and local government procurement procedures and regulations; considerable knowledge of mechanized purchase order system and interaction with computerized accounting system; general knowledge of accounting principles related to purchasing, general knowledge of standard office methods and procedures, business English, spelling, commercial arithmetic, and office management; ability to perform a considerable volume of detailed work; ability to establish and maintain effective working relationships with associates, and the general public

EDUCATION AND EXPERIENCE:

Preferred:

- Bachelor's degree with coursework in public administration, business administration, finance, procurement, or related field.
- Procurement and finance experience
- Experience working in procurement and finance within the public sector environment, but private sector experience is also welcomed!

SPECIAL REQUIREMENTS:

Preferred: VCA

Must be able to obtain a VCA (Virginia Contracting Associate Officer) certification within **one year** of the start date.

WE ARE SEEKING A CANDIDATE THAT:

- Has impeccable communication and presentation skills,
- Pays attention to details,
- Has a strong sense of ethics and compliance knowledge,
- Can prioritize projects and multi-tasking,
- Has a charismatic personality,
- Is excited to work with various personnel, departments, and vendors,
- Takes initiative to hit the ground running,
- Can be flexible and leverage their critical thinking skills!

For the candidate that fits these characteristics we are open to hiring a Procurement Technician, which is entry level with the requirement to obtain certification.