

Purchasing Specialist I/II

\$48,903 - \$52,339 or higher DOQ + [Full-Time County Benefits](#).

James City County's Financial & Management Services Department is hiring a Purchasing Specialist to perform experienced and independent work providing complex and specialized procurement services for a variety of supplies, materials, equipment and professional and non-professional consulting and other services required by, but not limited to, James City County, James City Service Authority (JCSA), Williamsburg Area Transit Authority (WATA), and Williamsburg-James City County (WJCC) Public Schools staff.

There are two levels of Purchasing Specialist distinguished by the level of work performed and the qualifications of the employee.

Purchasing Specialist I: \$48,903 / year or higher DOQ

Purchasing Specialist II: \$52,339 / year or higher DOQ

Responsibilities:

- Assists user departments in developing specifications, scope of work, invitation for bid/request for proposal criteria; provides direction for proper preparation of procurement documents; reviews procurement requests for adequacy and completeness makes changes to departmental submissions to ensure compliance with legal requirements, best procurement, and standard business practices; provides procurement guidance and information to using agencies and vendors.
- Develops specifications used for requests for quotations and formal sealed bids; evaluates bid proposals and award contracts.
- Prepares formal solicitation packages including review and preparation of adequate competitive specifications, required terms, conditions of bid/proposal, required bonding information, sample contract, special instructions, opening dates and times, bid advertisement notices and bidders list; prepares recommendation of acceptance or rejection of bids/proposals based on analysis.
- Prepares, reviews, and negotiates contracts for materials, equipment, supplies, and services; evaluates products to determine the most advantageous product to be purchased.
- Assures that all assigned procurements are following federal, state, and local procurement laws, policies and procedures, and good business practices.
- (Purchasing Specialist II) Manages the most technical and complex bid solicitations and competitive negotiations; gives guidance and assistance to Procurement Specialist I and clerical staff as needed.
- (Purchasing Specialist II) Enters contracts and purchase orders into an automated encumbrance system by means of a computer terminal; processes purchase orders (P.O.); changes order requests; processes contract change order requests; updates cancellation of orders in the system as required; receives incoming electronic and paper requisitions, reviews for adequacy of information, records requisitions in automated system; assists departments in gathering required information if requisition contains incorrect or inaccurate data.
- (Purchasing Specialist II) Solicits telephone and written quotations for ordering materials and services; prepares purchase order for selected vendor presenting supportive justification for decision; issues confirming, emergency and other purchase orders in accordance with established buying limitations, purchasing guidelines and direction of the Purchasing Director.

Requirements:

- Any combination of education and experience equivalent to an Associate's degree in business, public administration, or related field or completion of professional certification from a recognized purchasing related organization; some related purchasing experience.
- Must possess reliable transportation to work site(s).
- Knowledge of purchasing practices; the Virginia Public Procurement Act; computer-based purchasing information systems; principles and processes for providing customer service including setting and meeting quality standards for services; evaluation of customer satisfaction.
- Skill in active listening; negotiation; use of computer software, especially Microsoft Office Suite.
- Ability to research for and prepare formal solicitation packages; facilitate meetings; communicate both orally and in writing.

[Click here](#) for full job description. Accepting applications until 11:59PM EST on 02/16/2024. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>