



## **Purchasing Officer (CD)**

**Hiring Range: \$54,015 - \$90,000 Annually**

Join Hanover County as a Purchasing Officer and play a key role in ensuring responsible, strategic procurement for a wide range of essential government services. This professional position offers the opportunity to exercise independent judgment, manage complex contracts, and collaborate with departments to meet critical purchasing needs. If you're a detail-oriented problem-solver with a strong grasp of procurement laws and a passion for public service, we invite you to make a meaningful impact with us.

**General Description:** This is a professional position. The incumbent performs work involving a considerable degree of individual responsibility and the exercise of independent judgment related to the procurement of all general county government goods, services and construction.

**Organization:** The Purchasing Officer is part of Hanover County's Career Development Program (CD). The Purchasing Officer has four (4) levels ranging from Purchasing Officer I to Purchasing Officer – Senior. The Purchasing Officer reports to the Deputy Director of Purchasing and General Services and may supervise support staff. The incumbent is expected to work independently but refer problems to a supervisor.

### **Essential Functions:**

- Reviews purchase requisitions and determines proper procurement methods in compliance with procurement laws, ordinances, policies and regulations.
- Locates sources of supply and interviews sales representatives.
- Researches the availability of state, County or cooperative contracts that can satisfy a user's requirements.
- Reviews and/or works with users to develop solicitations specifications/scope for recurring, complex, or unique procurements.
- Selects appropriate bidder's list and prepares advertisements.
- Issues and evaluates solicitations for procurement of goods, services and construction.
- Conducts pre-solicitation conferences to clarify the specifications, scope, and terms and conditions of the procurement.
- Provides guidance to the solicitation evaluation committee as necessary.
- Negotiates contracts and contract renewals.
- Monitors the execution of contracts for compliance with contract provisions.
- Inputs purchase order information into automated procurement software, and reviews purchase orders prior to issuance.
- Performs or assists end users with contract administration procedures as needed.
- Maintains complete documentation of procurement transactions.
- Assists with planning and conducting procurement training workshops for county departments.

For more information or to apply for this position, please visit our career site at [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com) or call (804) 365-6075.