



JOB OPENING

Purchasing/AP Manager

**Play a Key Role in Local Government
Procurement and Contract Management**

Seeking candidates:

- **Passionate in stewardship**
- **Dedicated to great customer service**
- **Team-focused**
- **Excellent in written/verbal communication**
- **Detailed oriented**
- **Open to learning**
- **Positive and resourceful**

**Excellent retirement, benefits, leave plan,
and work-culture.**

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TO APPLY**

Purchasing Agent/Accounts Payable Manager

Salary Band 4

FLSA: Exempt

Reports to: Director of Management Services

Staff Supervisory Responsibility: Up to 2 employees

We Value

- Trustworthiness
- Openness
- The Highest Ethics
- Efficient Stewardship
- Knowledge
- Collaboration
- Service
- People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public and coworkers. Some nights and weekends could be required as needed.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Develops and maintains a strong knowledge of the Virginia Public Procurement Act (VPPA), along with the State Procurement website eVA. Stays up-to-date through trainings and research;
- Must have strong knowledge of purchasing principles, methods, and practices;
- Researches, solicits, and evaluates competitive prices, quality, and product information for the purchase of County goods and services;
- Works closely with departments to develop and prepare complex Bid, RFP, and formal quote documents for the purchase of equipment, supplies, professional services, insurance, etc.
- Researches and prepares a wide variety of specifications, maintains boilerplate, policies and procedures in accordance with VPPA while maintaining contract renewals;
- Responsible for proper advertising and receipt of Bids, RFPs and formal quotes in accordance with the VPPA;
- Oversees the maintenance and control of County credit card usage, and ensures proper documentation is received;
- Manages the issuance of purchase orders through the County financial software;
- Acts as County Risk Manager - prepares insurance bids, coordinates risk and insurance program to report claims and update schedules;
- Assists HR with onboarding of new employees by maintaining the DMV monitor list and fuel management system, including monthly department invoicing;
- Manages Accounts Payable function and oversees timesheet of assigned staff;
- Works closely with vendors and County departments to solve varied problems related to receipts, quality, quantity, billing, and shipment of goods and services in a timely manner;
- Updates and maintains the Management Services Portal page;
- Secures and maintains the copier and mail machine leases, prepares journal entry to reimburse the postage reserve account quarterly;
- Manages County Fleet Program through the state EZFleet program - maintains inventory, processes titling and insurance invoicing-related records for County vehicles, equipment and real property;
- Coordinates and manages the sale of all surplus property through Govdeals.com, ensuring compliance with VPPA rules and regulations;
- Responsible for maintaining all purchasing records according to the Library of Virginia and long-term storage of solicitation documents for audit;
- Furnishes price increase/decrease forecasts for goods, services, and insurance for budgeting purposes;
- Prepares monthly long-distance phone billing for all departments, and prepares journal entry;
- Performs other duties as assigned or required based on the needs of the department.

Qualifications:

- Bachelor's Degree strongly desired;
- 4 years of related experience or equivalent combination of education and training;
- Desired:
 - VAGP/NIGP Procurement Certification or completion of VAGP/NIGP sponsored procurement classes;
 - Two years of supervisory experience;
- Valid Virginia Drivers' License;
- Completion of National Incident Management System (IS-100 and IS- 700) within 90 days of employment.

Core Skill Sets:

- A broad general knowledge of local government department functions;
- The ability to read, understand, and analyze relatively complex descriptions and comparative features of proposed purchases;
- Professional knowledge of purchasing functions and skills in bid specifications and document preparation; Ability to work well with vendors and other County Managers and Department Heads;
- Must possess excellent and strong communications skills with the ability to be clear and concise; ability to negotiate competitive purchases and to exercise confidentiality;
- Must be able to effectively and efficiently organize, prioritize, and meet deadlines;
- General knowledge of contracts and legal terminology;
- General understanding and ability to utilize the County's adopted software platform.