Procurement Officer

Town of Christiansburg, VA
Department: Finance
Reports to: Director of Finance/Treasurer
Salary: $70,887 - $86,000
Review Date: October 12, 2026

Put Your Procurement Expertise to Work!

Are you a skilled public procurement professional who enjoys negotiating contracts, building vendor relationships, and finding cost-effective solutions? The Town of Christiansburg is seeking an experienced Procurement Officer to lead purchasing and contract management activities that support Town services, projects, and operations. This position ensures fair, transparent, and legally compliant procurement practices while maximizing value for Town resources.

What You'll Do

- Manage competitive solicitations, bids, proposals, evaluations, negotiations, and contract awards.
- Prepare, administer, and monitor contracts, renewals, and vendor performance.
- Ensure compliance with the Virginia Public Procurement Act (VPPA) and Town policies.
- Coordinate procurement for construction, architectural and engineering services, technology, and other complex projects.
- Advise departments on purchasing methods, specifications, and cost-effective solutions.
- Build vendor relationships, improve procurement processes, and oversee surplus property auctions.

What We're Looking For

- Bachelor's degree in public or business administration, finance, contract management, construction management, or a related field; equivalent directly related experience may be considered.
- At least four years of progressively responsible procurement and contract experience.
- Strong negotiation, analytical, organizational, and communication skills.
- Knowledge of public procurement and contract administration; Virginia public procurement experience and VPPA knowledge strongly preferred.
- Professional procurement certification (VCO, VCA, CPPB, CPPO, CPM or equivalent), or ability to obtain certification within 12 months of hire.
- Valid Virginia driver's license and ability to meet Town insurability requirements.

Why Join the Town of Christiansburg?
This is an opportunity to make a direct impact on the responsible use of public resources while working with departments and professionals across the organization. The Procurement Officer will have the opportunity to manage a diverse range of procurements, build vendor relationships, improve purchasing processes, and contribute to the Town's operational success.

The Town of Christiansburg offers a competitive benefits package including a no-cost health insurance plan for single coverage, affordable dental coverage, life insurance and disability benefits, 13 paid holidays, VRS membership, recreation benefits, and more. Additional information is available at https://www.christiansburg.org/1586/Full-Time-Employee-Benefits.

Ready to Make an Impact?
Bring your procurement expertise to a team committed to responsible spending, strong partnerships, and excellent public service. Apply today at www.christiansburg.org/jobs.

The Town of Christiansburg is an Equal Opportunity Employer.