



Fluvanna County, Virginia
Department of Finance
Job Description

PURCHASING OFFICER

Job Class #:	1381
Pay Grade:	18
Category:	Full-time (with benefits)
FLSA Status:	Non-Exempt
Reports To:	Finance Director

SUMMARY

This position performs expert technical and administrative professional procurement services exercising extensive independent judgment and management capabilities. Duties involve complex and specialized work in the procurement of a variety of supplies, materials, vehicles, equipment, public works and capital outlay projects, professional and non-professional services, and other services required by Fluvanna County.

ESSENTIAL FUNCTIONS

- Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
- Prepares formal solicitation packages including review and preparation of detailed technical specifications, terms and conditions, bonding and surety information, sample contract, and special instructions.
- Assists management in developing specifications, scope of work, invitation for bid/request for proposal criteria; providing direction as to most efficient procurement method and 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 thereby ensuring procurements are completed in the best interest of the County.
- Prepares, reviews, and negotiates contracts for materials, equipment, supplies, construction, public works and capital outlay projects, and professional and non-professional services; conducts interviews with consultants, professional services and other service providers as required and ensures that interviews and negotiations for such services are conducted in compliance with applicable laws, policies, and good business practices.
- Assists in administrating awarded grants; reviews award contracts for compliance with special conditions. Monitor Office supply inventories and prepares purchase requisitions as necessary for grant funded projects.
- Maintain fixed asset inventory records for County of Fluvanna, including grant funded projects.
- Oversight of risk management and insurance coverage; prepares annual renewal and all claims reporting.
- Monitors and evaluates vendor performance and contract compliance; investigates and resolves complaints, complex problems and discrepancies related to procurement function; maintains relations with vendors, manufacturers, and dealer sales representatives to discuss products, pricing, market conditions, sourcing, and availability.
- Assists in maintaining the integrity and administration of the organization's purchasing system in accordance with the Virginia Public Procurement Act and relevant policies and manuals by developing policies, procedures, and standardized documents.

- May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time, location and/or perform different duties as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have knowledge of business and management principles involved in strategic planning, resource allocation, procurement methods and regulations, production methods, and coordination of resources.
- Must have the ability to reason and make judgments, to understand and follow oral and/or written instructions, to guide and/or give instructions, and to make decisions in accordance with established regulations, procedures and policies.
- Must have the ability to answer telephone and communicate with County officials, general public, vendors and other employees.
- Must have the ability to read and understand text.
- Must have the ability to perform accurate calculations, and perform calculations with calculator or other technical devices.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

- Associates degree in business or public administration and considerable purchasing experience, preferably in the public sector; or any equivalent combination of acceptable education and experience.
- Professional certification, e.g., VCO, CPPB, CPPO, or CPSM desirable.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Standard office setting and occasional field environment with travel from site to site.
 - Must be available to work some weekends and evenings for presentations, training, and meetings.
 - Office environment exposure to computer screens; sitting for prolonged periods of time.
 - Must have sufficient physical ability to lift, push/pull, and hold/carry 15-25 pounds, climb step stool, 3-4 steps, frequently stand and sit, occasionally walk over flat and occasionally walk over uneven terrain, bend, reach and grasp occasionally during the day.

POST OFFER REQUIREMENTS

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
2015	2015	2015	2015