

Hanover County Government  
Finance Department  
Purchasing Division Director  
Salary: \$105,000.00- \$140,000.00

The Department of Finance and Management Services is seeking an experienced governmental procurement professional to lead its Purchasing Division. The ideal incumbent is an effective communicator and negotiator with the ability to lead buyers through multi-faceted projects including daily operations for Government, Schools, Library and Jail as well as construction projects.

This integral team member will provide support to other departments and work daily to protect the County's financial integrity and triple AAA bond rating. Hanover's recently renovated office space provides a quiet place to be able to concentrate on detailed work and after successful onboarding remote work options are available for this position.

If you are someone who wants to lead a team of dedicated and skilled professionals and ensure Hanover County's compliance with all regulations while promoting best practices and financial stewardship, we encourage you to apply as a Purchasing Division Director in Hanover County!

**General Description:** Under administrative direction, plans, organizes, directs, controls and manages the procurement programs for all goods, services, construction and professional services required for the operation of County Government and School Board operations.

**Organization:** The Purchasing Division Director reports to the Director of Finance and Management Services and supervises Purchasing Officers.

**Essential Functions:**

- Provide leadership to Purchasing staff to promote and maintain the highest ideas of integrity, competition and efficiency in all procurement related operations
- Oversee and review procurement activities to ensure compliance with county and state laws and administrative procedures by Purchasing staff and county and school using departments
- Review various activities and purchases for actual or appearance of conflict of interests and fraud by county and school employees
- Promote efficiency in procurement operations via direction and delegation of purchasing activities, various contracting activities, establishment of blanket purchase orders; monitoring of staff workloads and review of adequacy of delegated purchasing activities
- Review, approve and/or sign various bids, proposal files, contracts, tax exemption forms, leases and maintenance agreements
- Direct the monitoring of contract administration activities to assure county and schools receive goods and services from various vendors in a timely, efficient and complete manner as per contractual obligations
- Hear vendor protests of award, requests for bid withdrawal by vendor and determinations of vendor non-responsibility.
- Review and make sole source and emergency purchases for certain purchases as required by state code
- Assists the Director to develop, maintain and implement procurement policies and procedures.
- Coordinates procurement issues and resolution with County departments.

- Develops Requests for Proposals, Bids and Written Quotes for procurement of goods, services, and construction.
- Evaluates bids, proposals and quotes and makes contract awards within authority levels established by Purchasing Policy.
- Reviews and approves award recommendations within authority levels established by Purchasing Policy.
- Oversees procurement training and workshops for County departments.
- Manages the County Procurement Card program.
- Represents the department in management meetings.
- Develops and monitors performance measurement reporting.
- Prepares special projects and cost benefit analyses for management.
- Manages the development and execution of specific research and related projects concerning procurement issues.
- Performs related work as assigned.

**Working Conditions:**

Hazards

- None known

Environment

- Office

Physical Effort

- Minimal

Exempt

- No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Requires knowledge of public procurement and ability to analyze, interpret and apply purchasing laws, policies and regulations. Must have knowledge of various methods of procurement, general business, and principles of contracts. Must have good professional and administrative judgment combined with excellent communications skills, both oral and written. Must be able to work independently and meet deadlines. Must know how to establish and maintain successful working relationships with department heads, County staff, government officials, and the public. Requires strong analytical skills and customer service skills. Must be able to plan, supervise and train others. Requires comprehensive knowledge of specification development, contract negotiating and administration, insurance and bonding requirements and contractor licensing. Knowledge of and experience with automated procurement systems and experience with MS Office software preferred.

**Education, Experience and Training:** Bachelor's degree in a related field required with at least eight (8) years of progressively responsible public sector purchasing including three (3) years of supervision; Certification in the Purchasing field required – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable as long as incumbent has certification in the public procurement field.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule

For more information and to apply, please visit [www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)