

# Purchasing Director



## General Summary of Classification:

Serves as the County's chief procurement officer and manages the Procurement Division within the Department of Finance; provides administrative oversight and directs the procurement processes for all types of procurements for high-dollar goods, professional and non-professional services, technology, construction, commodities and specialized procurements for the County's government and public schools; reviews bids and awards; administers contracts; does related work as required.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Develops and manages the County's strategic approach to the procurement processes for the purchase of direct and indirect goods and services; partners with procurement staff and County departments to secure quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially, and oversees the County's SWAM program;
- In accordance with The Code of Virginia §15.2-1543 and subject to the County's policies, provides the requisite leadership, budgeting, planning, organization, ad processes and for the overall operations of the procurement functions, including but not limited to the administration of contracts, countywide procurement, bid review and awards, and the management of Division staff through subordinate supervisory staff;
- Drafts countywide procurement policies and regulations, including related ordinances, for the necessary approvals, assists with or directs the development of IFB and RFP documents and related amendments in compliance with the requirements of state and county laws, policies, and procedures;
- Awards all contracts and ensures compliance with the VPPA and other relevant local, federal and state legislation pertaining to all procurement matters, includes serving as hearing officer for contract protests and disputes;
- Provides procurement advice and assistance to the County Board of Supervisors, County Executive, Deputy County Executives, department heads and other County officials to ensure that the County's goals are achieved;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive knowledge of Virginia public procurement law, principles and practices, the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in support of a variety of service areas; develops and maintains extensive knowledge of the organization, functions and challenges of local government. Prefer relevant certification (e.g. CPPB, CPPO, VCO).
- **Technical:** Skills in managing, supervising and guiding a department's operating divisions, in strategic sourcing, acquisition strategy development and procurement planning, in problem solving and resolving conflicts, and the demonstrated expertise in the field of procurement.
- **Interpersonal, Communication and Customer Service:** Ability to win the confidence and cooperation of other officials, employees, suppliers and the public, to communicate tactfully, respectfully and effectively, both orally and in writing with diverse target audience of stakeholders in the procurement process, and the demonstrated ability to establish and maintain effective working relationships with internal and external stakeholders involved in the procurement process.
- **Decision-making and Authority:** Serves as the County's chief procurement officer, delegates award authority within established limits, responsible for staffing and process decisions, ensures compliance and remedies non-compliance.
- **Leadership:** Ability to manage a division's processes and staff effectively in support of County departments' procurement needs, to develop staff, and to foster high morale and collaborative working relationships.
- **Environment:** Typically works in an office setting; may work in various locations based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient sufficient to perform assigned duties in an office environment and mobility sufficient to perform essential duties at various duty-related locations as needed.

## Minimum Education and Experience:

**Education:** Four (4) year degree in Public Administration, Finance or other relevant field;

**Experience:** Eight (8) years of relevant procurement experience, public or private, including supervisory experience;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license.

### Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.