PRINCE GEORGE COUNTY, VIRGINIA

March 2021

PROCUREMENT OFFICER

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs difficult technical work in the purchasing and contracting of municipal services, supplies, and materials and equipment; does related work as required. Work is performed under the general supervision of the Director of Finance.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing specifications and invitation to bid or request for proposal packages; securing and analyzing bids; requisitioning materials; preparing financial reports for various grants; maintaining files and records; maintaining computer programs and records.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Creates purchasing guidelines and policies consistent with state and local procurement laws;
Prepares or assists departments in preparing Requests for Proposals and Invitations for Bid;
Reviews and modifies as necessary the legal and contractual terms of RFPs and IFBs prior to issuance;
Posts IFBs and RFPs to eVA (procurement solicitation platform used by the State and County);
Responds to vendor questions regarding IFBs and RFPs and posts necessary addenda to eVA;
Tabulates bids and evaluates bids for compliance with terms and provides bid tabulation summaries to department heads and/or Board of Supervisors;
Posts Awards of Contract to eVA;
Maintains Certificates of Insurance for active vendors;
Performs risk management activities for County property and vehicles;
Manages surplus property and coordinates surplus property auctions and sales;
Secures and analyzes quotations;
Assists with the negotiation of contracts;
Handles correspondence with vendors;
Assists with the County's fixed asset inventory;
Maintains the County's purchase order system;
Conducts business with the public, employees and other departments, including shared responsibility for answering departmental phone and assisting with customers;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of business methods, markets and purchasing practices; thorough knowledge of the laws relating to public purchasing; ability to write clear and concise contracts and specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the County; thorough knowledge of federal and state programs and related grant applications and administration; thorough knowledge of the federal and state laws and regulations governing the implementation and administration of various grant programs; ability to gather and analyze facts on a variety of subject matter and to assemble reports; thorough knowledge of standard office procedures, practices and

equipment; ability to express ideas clearly and concisely orally and in writing; ability to establish and maintain effective working relationships with associates, vendors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and three years experience in federal and state procurement administration.