



PROCUREMENT OFFICER II, #00284
(Working Title: Purchasing Manager)
****OPEN TO STATE EMPLOYEES ONLY****

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. Additional information is available at the College's Website: <http://www.reynolds.edu>

The College is seeking applicants for the position of Procurement Officer II, Pay Band 5. This position will be assigned to Financial Operations/Purchasing, Central Administration Building, 1701 E. Parham Road.

TYPE OF APPOINTMENT: Full-time classified position with state benefits.

DUTIES: Manages the Purchasing, Warehouse, and Mailroom Departments of the college, ensuring compliance with State law, executive orders, and the provisions of the Agency Procurement and Surplus Property Manual. Administers the college's small purchase card program. Responsible for the college's contract functions and contract compliance including maintenance, term, and other such legal procurement documents. Serves as the college's chief purchasing officer. Acts in an advisory capacity to ensure customer and vendor compliance with state laws and regulations. Selected candidate will be required to complete the Commonwealth's Statement of Economic Interest form.

QUALIFICATIONS REQUIRED: Extensive knowledge of State procurement, contract, material management and inventory policies and procedures and the ability to comprehend and interpret these policies and procedures. Considerable knowledge of business practices and procedures. Working knowledge of customer service and supervisory practices and principles. Demonstrated ability to analyze purchasing requisitions; to negotiate with vendors; and to discuss and resolve customer complaints. Demonstrated ability to work independently; managing multiple priorities; and advise and discuss procurement requirements with college staff. Demonstrated ability to operate a personal computer with current software programs, and automated purchasing systems. Demonstrated ability to communicate effectively, orally and in writing. High school diploma or equivalent with significant experience in public procurement.

QUALIFICATIONS PREFERRED: College graduate with major coursework in Business Administration or a related field is preferred. Virginia Contracting Officer certification. Significant experience in volume procurements. Experience in public purchasing, contract management/administration training. Experience with e-commerce, e-procurement, and eVA is also preferred.

PAY BAND RANGE: \$39,384 - \$80,829

STARTING SALARY: Approximate starting salary, \$39,384 - \$66,560, based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted until the position is filled.

APPLICATION PROCESS: A completed State application may be mailed to Human Resources, P. O. Box 85622, Richmond, VA 23285-5622, or hand-delivered to 1701 E. Parham Road, Room 317.