CLASSIFICATION TITLE: Procurement Manager

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position. The incumbent reports to the Senior Director of Administrative Services and is responsible for the management and development of the Board’s procurement management systems and supervision of procurement staff. The position duties require analysis of facts and determining action using wide range of procedures, but within the limits of standard practice. The incumbent is expected to utilize problem solving techniques and analytical skills to assure that tasks are completed effectively and efficiently. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten policies. Errors committed may have a continuing long-term negative effect on operation of the total organization. The incumbent is expected to function with substantial initiative as well as utilize independent judgment.

The essential functions of this job are starred below (*) under “Major duties.”

MAJOR DUTIES:

1. *Manages high volume of Centralized Purchasing for the agency in accordance to the VA Public Procurement Act and Region Ten Policies to include high level purchasing such as development and implementation of Formal Competitive solicitations.
2. *Assures agency Compliance with the VA Public Procurement Act, State Procurement Regulations, and Region Ten Policies.
3. *Bank of America Administrator to include monthly reconciliation and data collection.
4. *Responsible for maintenance of Vendor Database to assure appropriate internal controls as set forth by the Auditors.
5. *Responsible for career track development to include CPPO, CPPB, VCO and/or VCA.
6. *Develops and maintains a responsive system to provide guidance and direction to program based purchasing.
7. Meets with supervisor, receives supervision, reports on developments, coordinates and prioritizes activities, receives policy guidance/sanctions.
8. *Responsible for establishing and maintaining professional relationships and interactions with legal counsel, architects, general contractors, and various vendors as an official representative of Region Ten.
9. Interacts with agencies, state officials, clients and public as an official representative of Region Ten.
10. *Responsible for providing quality customer services to all staff, vendors, and tenants.
11. Supervises Procurement Technician position.
12. Responsible for accurate and comprehensive maintenance of all records and documentation.
13. *Responsible for coordinating and communicating with quality customer service to internal and external teams for job related tasks.
14. Reading all agency communication (i.e., Ten, the Region Ten newsletter, E-mail, etc.).
15. Other duties as assigned by the Senior Director of Administrative Services

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver’s License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. A baccalaureate level degree in Business Administration or related field is preferred. Public Procurement Certification to include CPPO, CPPB, VCO, or VCA is preferred. Public Procurement Certification may be considered in lieu of baccalaureate level degree. The incumbent must possess the following knowledge, skills and abilities:

KNOWLEDGE OF: State Procurement Regulations, vendor and product research and analysis, evaluation techniques, standard business practices, Local Government Regulations pertaining to construction, zoning and program development, financial management, spreadsheet applications, budget process, State and Federal Audit and Grant Management Requirements, fleet management systems.

SKILLS IN: Regulation review, policy development, creating effective and efficient processes, organizing policies, functional management, leadership and supervision, excellent communication skills in both written and oral formats, excellent interpersonal skills to foster positive working relationships both internal and external of the agency, effectively working with a wide diversity of individuals and professional organizations, time management.

ABILITIES TO: operate successfully in a constantly changing and fast-paced environment, work with agency staff cooperatively, maintain objectivity, communicate effectively, conduct interviews, research local ordinances to determine appropriate use, prioritize
work duties and delegate tasks, work independently, appropriately respond to challenges, solution oriented, provide leadership, maintain work objectives and goals under stressful situations, public speaking, process multi-dimensional requirements from administrative, programmatic and regulatory sources, write precise and cohesive policy statements and procurement solicitations.

ADMINISTRATIVE PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Administrative Performance Evaluation Standards.

POSITION LOCATION: Region Ten Community Services Board
502 Old Lynchburg Road
Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART

Senior Director, Administrative Services

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|  |
| Procurement Manager |

GRADE: 11

SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.

Position Description Updated: February 3, 2020

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

_________________________________________  ___________________________  ___________________
Signature                                      Name Printed                              Date