

Job Title: Manager, Procurement
Grade Level/Terms of Employment: Grade 130/260 Days
FLSA Status: Exempt
Work Location: 2395 Hermitage Road, 23220
Immediate Supervisor: Director of Procurement & Property Management

General Description:

The Manager, Procurement is responsible for planning, coordinating, and supervising RPS' procurement activities. The Manager leads a team of Procurement Officers and ensures efficient and cost-effective operations, including solicitations and daily procurement transactions, within the Procurement Department.

Essential Duties and Responsibilities:

- Ensures, in collaboration with the Director, Procurement and Property Management, that purchasing and contracting requirements are satisfied in accordance with laws, policies, and regulations
- Supervises and evaluates a team of procurement staff
- Ensures the procurement team collaborates effectively with stakeholders in achieving efficient and timely procurement services to schools and offices, including providing exemplary customer service to division staff regarding procurement questions
- Develops, maintains, and updates standardized procurement policies and procedures, as needed
- Reviews and analyzes various regular procurement reports with regards to timely processing of orders; identifies and proactively resolves issues
- Works with vendors across the state to increase minority participation in RPS procurement opportunities

Qualifications:

- Bachelor's Degree required; Degree in Business Administration, Accounting, or Finance preferred
- Minimum of ten years of related procurement experience; experience within a school division preferred
- Comprehensive knowledge of Virginia contracting and procurement laws (VPPA)
- Experience managing a team
- Current professional certification of Certified Public Purchasing Officer (CPPO), Certified Purchasing Manager (CPM), Virginia Contracting Officer (VCO) or related certifications
- Proficient in the Microsoft Suite of products as well as Google products
- Outstanding interpersonal and written and verbal communication skills
- Strong organizational skills, including a keen attention to detail required