

Job Title:	Procurement Officer III
Grade Level/Terms of Employment:	Grade 123/260 Days
FLSA Status:	Exempt
Work Location:	2395 Hermitage Road, 23220
Immediate Supervisor:	Manager, Procurement

General Description:

The Procurement Officer III is responsible for division-wide purchasing functions, primarily supporting RPS Facilities to include operational and construction commodities. While performing highly technical and complex solicitations, the Procurement Officer III also provides exemplary customer service to internal and external stakeholders.

Essential Duties and Responsibilities:

- Develops and interprets requests for proposals, invitations for bids, contracts, and procurement documentation
- Provides exemplary customer service to internal and external stakeholders
- Successfully completes routine and complex procurements and related administrative tasks in accordance with applicable requirements and deadlines
- Uses knowledge of sources and suppliers beyond metro Richmond area to meet complex requirements and to increase competition
- Works with vendors across the state to increase minority participation in RPS procurement opportunities
- Systematically compiles data and provides detailed qualitative and quantitative analysis to improve service levels
- Participates in or leads training sessions to enhance general public, stakeholder, or peer knowledge of procurement processes and policies
- Performs other duties as assigned

Qualifications:

- Bachelor's degree in supply chain management, contract management, or related field such as business, accounting, finance, or engineering preferred
- At least five years of progressively responsible experience in facilities and construction procurement; a combination of experience and education may be substituted
- Extensive knowledge of principles and practices of procurement and related procurement law (public or private) as it relates to facilities and construction contracting; experience in other areas of procurement preferred
- Professional certification in Procurement/Purchasing such as CPPB, CPPO, CPSM and/or VCA, VCO, VCCO preferred
- Process oriented with attention to detail possessing excellent critical thinking and problem solving skills
- Knowledgeable in technology and procurement software as well as typical business software (e.g. eVA, Bonfire, Google and/or Microsoft Office Suite)

- Excellent oral and written communication skills
- Bilingual in Spanish preferred