

CONTRACTING MANAGER

Loudoun County's award winning Procurement Division is currently seeking highly qualified applicants to manage the Contracting Team. This position will provide direct supervision to six Contracting Officers and one Senior Buyer. As the Contracting Manager, this position will act on behalf of the Purchasing Agent/Division Manager in her absence. In addition, this position will handle high level, complex, procurements through competitive sealed bidding and competitive negotiation for a wide variety goods and services including construction, information technology, human services, and financial related contracts. This position will also perform detailed analysis on claims, disputes, and protests as well as conduct research, recommend and implement process improvements for the Contracting Team. The Contracting Manager works with staff at all levels of the organization and must frequently prepare and present contract award recommendations to department heads, committees, and the Board of Supervisors in a public forum. Excellent written and oral communication and public presentation skills are necessary for this challenging position. Additionally, attention to detail, good organization skills, and excellent computer and research skills are essential to be successful in this position. Experience with an ERP system is strongly preferred. Requires any combination of education and experience equivalent to a Master's degree in business, public administration or related field and four years of progressive experience in the procurement of goods and services. Prior experience serving in a supervisory/leadership role is required. Preference is given to those with Certified Professional Public Buyer and/or Certified Public Procurement Officer certifications. Knowledge of the Virginia Public Procurement Act is preferred, but training will be provided. Experience in governmental procurement (federal, state or local) is highly preferred. Successful candidate will undergo criminal background, credit and DMV checks. NOTE: This recruitment was formerly advertised as Assistant Purchasing Agent. Salary is DOQ. Recruitment #17-A254-0315. Apply immediately. Visit our on-line employment center at www.loudoun.gov for more information and to apply. EOE