

CONTRACTING OFFICER

Loudoun County's national award-winning Division of Procurement is seeking highly motivated applicants for a Contracting Officer position. This position will support multiple County departments and agencies in a very dynamic environment. An experienced individual is needed to contract for a wide variety of goods and services in compliance with the Virginia Public Procurement Act and the County's Procurement Resolution. This position is responsible for complex, formal solicitations (Invitations for Bid/Requests for Proposals) for goods and services. This position will work 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. 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 Bachelor's degree in procurement, business administration or related field with four years of experience in contracting of professional and non-professional services. Previous government facilities and public safety procurement experience is highly preferred. Considerable project management experience and experience using web-based systems is required. Certified Professional Public Buyer (CPPB) certification preferred. 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. Credit and background check and DMV record check will be conducted on the successful candidate. Hiring Range: \$52,621-\$76,784. Recruitment #17-S413-1082. Apply immediately. Visit our on-line employment center at www.loudoun.gov for more information and to apply. EOE