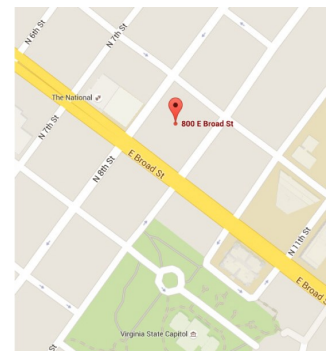




## Position Overview

The Library of Virginia is seeking a Contract and Procurement Manager to manage a comprehensive procurement program in accordance with state and federal regulations. The selected candidate will provide guidance and establish a leadership role in the agency with all types of procurement actions working with staff and management at all levels. This position is also responsible for procurement reporting, documentation requirements, maintaining complete procurement files that support procurement transactions, and Small Purchase Charge Card (SPCC) administration. The successful candidate should fully embrace the Library's commitment to excellent customer service and collaboration and will need to work independently and as a member of a team.

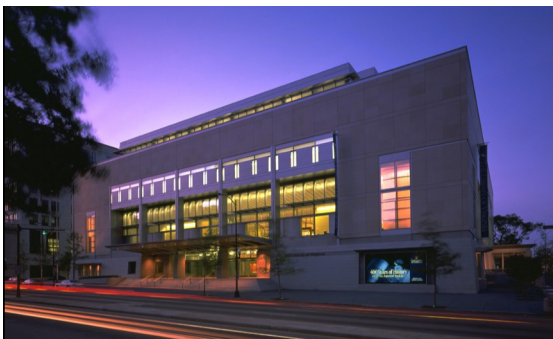


OUR LOCATION:

800 East Broad Street  
Richmond, VA 23219

## The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 123 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

THE LIBRARY OF VIRGINIA'S MAIN BUILDING

# CONTRACT & PROCUREMENT MANAGER (Procurement Officer II)

**Position Number 00155**  
**Salary Maximum \$60,000**  
**Full-Time with Benefits**

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family and personal leave, paid sick leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

## Qualifications

- Virginia Contracting Officer (VCO) certification with extensive experience;
- Extensive knowledge of governmental purchasing and contract administration;
- Comprehensive knowledge of Virginia Public Procurement Act, state procurement policies and procedures and federal regulations;
- Some knowledge of accounting and Prompt Payment Act;
- Strong personal computer skills, including ability to use word processing, spreadsheets, database, e-mail and internet search engines;
- Strong interpersonal skills;
- Demonstrated ability to effectively manage a comprehensive procurement program that ensures compliance with state and federal policies and procedures;
- Demonstrated ability to provide guidance and take a leadership role with all types of procurement actions;
- Ability to prepare Quick Quotes, Best Value Solicitations, Sole Source Proposals, Request for Proposals (RFPs) and invitation for Bid (IFBs) and coordinate the process, and working knowledge of eVA;
- Ability to perform research to identify the best materials and services to meet the needs of the Library;
- Ability to coordinate a variety of activities simultaneously;
- Ability to effectively train staff and to work with others;
- Ability to work with staff at all levels within the organization and with multiple external vendors; and,
- Ability to communicate effectively, both orally and in writing.

## Preferred

- Certification as a Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) earned through the National Institute for Public Procurement;
- Graduation from an accredited college or university;
- Considerable experience managing a procurement program highly desirable; and,
- State government experience desirable.

**An equivalent combination of education, training, and experience may substitute for educational requirements.**

## To Apply

Candidates must submit a fully completed Virginia state employment application and cover letter online at [virginiajobs.peopleadmin.com](http://virginiajobs.peopleadmin.com) for position #00155.

Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency. **Selected candidate must complete a criminal background check and complete the Statement of Economic Interest for the Commonwealth of Virginia upon hiring.**

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply. The Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process.

### **An EEO/AA/ADA Employer**

The Office of Human Resources can be reached at 804/692-3586 or by email at [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov).

**This position is posted as open until filled. First review of applications will begin November 27, 2017 and will continue until the position is filled.**