

J. Sargeant Reynolds
Community College



PROCUREMENT OFFICER I, #00257
(Working Title: Buyer)

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. Additional information is available at the College's Website: <http://www.reynolds.edu>

J. Sargeant Reynolds Community College is seeking applicants for the position of Procurement Officer I, Pay Band 4. This position will be assigned to Financial Operations/Purchasing, Central Administration Building, 1701 E. Parham Road.

TYPE OF APPOINTMENT:	Full-time classified position with state benefits.
DUTIES:	Position performs a wide variety of procurement functions. Ensures that the acquisition of goods and services are in accordance with state law, executive order, appropriations, regulations or the provisions of the Agency Procurement and Surplus Property Manual. Serves as backup Program Administrator for the college's small purchase charge card program.
QUALIFICATIONS REQUIRED:	Considerable knowledge of state procurement policies and procedures. Working knowledge of the principles and practices of procurement. Working knowledge of basic bookkeeping/accounting principles, record management, and inventory practices and procedures. Working knowledge of customer service practice and principles. Demonstrated ability to perform detailed work with numerical data and prescribed procedures; collect and organize materials for reports; and analyze data to determine if information received is in compliance with existing policies and procedures. Demonstrated ability to use effective organizational skills and to work independently. Demonstrated skill and proficiency in personal computers and current word processing and spreadsheet software programs. Demonstrated ability to communicate effectively, orally and in writing, with all levels of staff, management, and the public. High school graduate or equivalent.
QUALIFICATIONS PREFERRED:	Graduation from high school with coursework in business administration or related area of study is preferred. Recent training and current work experience in public purchasing. Current work experience in a fiscal/accounting environment. Proficient in the operation of Microsoft Office applications, including Windows, Word, and Excel. Virginia Contracting Officer (VCO), Certified Professional Public Buyer (CPPB), and/or Certified Public Purchasing Officer (CPPO) certification is also preferred.
PAY BAND RANGE:	\$30,146 - \$61,872
STARTING SALARY:	Approximate starting salary \$30,146 - \$45,320, based on related full-time experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted until 5:00 p.m., October 26, 2007.
APPLICATION PROCESS:	A completed State application may be mailed to Human Resources, P. O. Box 85622, Richmond, VA 23285-5622, hand-delivered to 1701 E. Parham Road, Room 317, or faxed to (804) 371-3853.

Women and Minorities are encouraged to apply.
"Reasonable Accommodations" are provided for applicants with disabilities. AA/EOE/ADA