

## Fort Monroe Authority Position Description – Procurement Specialist

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| <b>Position:</b>        | Procurement Specialist  |
| <b>Department:</b>      | Operations  |
| <b>FSLA Status:</b>     | Full-Time, Non-Exempt   |
| <b>Work Conditions:</b> | Office environment in a combination of areas: admin and museum building, visitor center, various locations on Fort Monroe; moderate lifting; 40-hour work week, M-F |
| <b>Salary Range:</b>    | \$39,737 - \$40,000   |
| <b>Reports to:</b>      | Deputy Executive Director   |

The position of Procurement Specialist requires an individual to work in numerous and varied functional areas supporting the operations of the Fort Monroe Authority (FMA). This includes putting people and resources together ensuring the smooth operation of FMA. The Procurement Specialist interacts with many different people each day, with an outgoing and pleasant demeanor. The Procurement Specialist is a key member of the FMA team assisting with various tasks and projects and works in a team-oriented environment providing exceptional internal and external customer service.

### **Responsibilities:**

- Assists Procurement Manager with administrative processes related to procurement activities including receipt and recordation of responses to procurement actions
- Assists Procurement Manager ensuring delivery of supplies and equipment in a time-efficient manner; Reviews subsequent invoices for accuracy, confirming accurate terms and delivery dates
- Prepares purchase orders with specific vendors
- Evaluates purchases and proposed purchases made by FMA employees, (involving the interpretation and application of established policies and procedures) for completeness, accuracy and compliance with established purchasing policies
- Evaluates offer proposals ensuring all requirements are met
- Explains and interprets procurement policy and program guidelines
- Assists with monthly and annual reports, requiring accurate record-keeping
- Reviews department requisitions and documentation ensuring compliance to policies and procedures
- Communicates purchasing-related policies and procedures, to FMA employees and vendors
- Assist FMA employees with vendor lookup
- All other duties as assigned

### **Qualifications:**

- Knowledge of electronic procurement systems
- Experience with eVA\Virginia's Marketplace procurement system preferred
- VA Dept. of General Services, VA Contracting Assoc. certification preferred or ability to obtain VCA certification within 24 months

- Working knowledge of state procurement laws and regulations
- Working knowledge in developing, awarding and administering contracts
- Some knowledge of inventory/asset management procedures
- Ability to work with all levels of internal and external customers, rendering excellent customer service and complete tasks in a timely manner
- Excellent knowledge of Microsoft Office applications required
- Proficient in technology and general office equipment
- Excellent verbal and written communication skills
- Ability to analyze and evaluate
- Strong organizational and time management skills
- Ability to work efficiently with minimal supervision
- Physical presence at the FMA work site and a set and predictable schedule is required

**Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.**

The Commonwealth of Virginia requires all Executive Branch employees, including new hires, rehires or transfers to disclose their vaccination status upon hire. Disclosure of vaccination status (and for those fully vaccinated, proof of vaccination) will be required during new employee orientation on your first day of work. If you are not vaccinated for any reason or choose not to disclose your vaccination status, you will be required to be tested for COVID-19 once per week on an indefinite basis.

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.