

## HRSD – Procurement Business Partner

### Position Information

Supervisor: Procurement Manager  
Job Family: Procurement  
Job Location: 1434 Air Rail Ave  
Career Stream/Level: Professional P2

Department: Finance  
Sub Family: Procurement  
FLSA Status: Non-exempt  
Grade: 7

### Position Summary

Under direct guidance, the Procurement Business Partner must ensure compliance with the Virginia Public Procurement Act (VPPA), HRSD Procurement policies and procedures, laws, regulations, and best practices. The Procurement Business Partner performs progressively responsible professional and technical work required for purchasing, renting, leasing, or otherwise acquiring commodities, services, and construction. They are responsible for varying levels of contract management activities throughout the entire life of the contract. Collaborates with suppliers and HRSD departments to secure quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

### Education

#### Required

- Associates Degree

#### Desired

- Associates Degree in Business Administration, Accounting, or Supply Chain Management

### Experience

#### Required

- (3) three years of entry-level technical purchasing experience

### Licenses and Certifications Requirements

#### Required

- Valid driver's license from state of residence
- Must be able to obtain and maintain a TWIC (Transportation Worker Identification Credential) card

### Position Duties and Responsibilities

- Under guidance develop, execute, and fully manage all methods of procurement in compliance with local, state, and federal laws and regulations, HRSD's Procurement Policy and Commission Guidelines. Perform market research and identify appropriate Contractors and potential supply sources; develop statement of needs, scope of work, or specifications; determine appropriate evaluation and award criteria, reporting, delivery requirements, special terms, conditions, and contract requirements; evaluate responses for compliance; coordinate, and manage activities including but not limited to leading meetings and jobsite visits, reference checks; formulate negotiation strategy for pricing, delivery and terms and conditions; coordinate and manage final award activities including but not limited to Commission agenda preparation, communication with stakeholders, and preparing final contract documents for public inspection under FOIA.

## **HRSD – Procurement Business Partner**

- Administer operating and capital improvement (CIP) contracts/projects to ensure compliance by both the Contractor/Supplier and HRSD; monitor Contractor/Supplier performance, resolve price and quality disputes; issue cure notices; cancel contracts; negotiate and approve modifications to contracts; negotiate renewals for contracts; coordinate and manage final contract closeout activities. Communicate and collaborate with Accounts Payable to resolve invoicing disputes.
- Coordinate work and projects assigned to Procurement Assistants
- Under guidance communicate with work centers in the development of projects, the planning of procurements and scheduling of procurement functions; develop and issue notices for awards, non-responsiveness, cancellations, advertisements and amendments; respond to Contractor/Supplier inquiries and user inquiries either written or verbally; interpret and communicate procurement policies and procedures with HRSD staff, general public, state and local officials, Contractors, Suppliers, and manufacturers.
- Maintain global marketplace intelligence including product and service research to establish sources of new goods and technologies.
- Procurement Business Partners are considered essential personnel and are required to respond in emergencies to assure availability of essential material critical to the operation of HRSD; Procurement Business Partners expedite acquisitions of goods and services in emergency/priority situations, while seeking competition to the maximum feasible degree; maintain hurricane readiness procedures.
- Performs other duties as assigned

### **Skills and Qualification Requirements**

- Use knowledge of state and local procurement laws, policies and procedures, Virginia Public Procurement Act, Virginia Conflict of Interest Act, contract law and the Uniform Commercial Code; apply knowledge of sources of supply, market conditions and price trends, and types and quality of commodities being purchased and contract management
- Use of web-based, automated procurement system, Microsoft Office applications and other required software at an advanced proficiency level
- Demonstrate and apply skills such as problem solving, project planning, contract negotiation, analyzing, selecting and implementing proper procurement decisions and actions while demonstrating the ability to conceptualize all aspects of a procurement including but not limited to development of a scope of work and procurement specifications
- Demonstrate ability to set clear performance goals through self-driven initiatives and demonstrate ability to develop highly effective working relationships with both internal and external contacts and establish and maintain effective communications, both verbally and in writing
- Must support a diverse and inclusive work environment where differences are respected and embraced
- Must be currently authorized to work for any U.S. employer

### **Physical and Mental Requirements**

- Must be able to walk, bend, stand at least 20% of workday, climb ladders and steps, light lifting ability (20 to 50 pounds), work, at times, in an OSHA designated noise environment on construction/job sites that may be hot, cold, misty, and/or unventilated and also in an indoor work environment within an office setting
- Must be able to work at a professional and technical level in a team-oriented culture

### **HRSD – Procurement Business Partner**

- Must be able to travel to and participate in off-site pre-bid/pre-proposal meetings, pre-work meetings, site visits/inspections, including but not limited to walking and inspecting sites, equipment and building structures including the ability to travel within and outside the service area to meetings, conferences, tradeshow, and other professional events
- Must be able to work effectively in a busy office environment with deadlines and continuous interruptions including working overtime and/or unusual hours as necessary
- Must be able to establish and maintain effective working relationships with HRSD employees, and outside contacts
- Must be able to work with and retain confidentiality of a variety of procurement information

### **External Position Contacts**

- Offerors, Bidders, Contractors, Suppliers, and Manufacturers
- State Agencies, Municipalities, Cities, Counties, and Towns