



**Are you a professional looking to serve the community? Join our team!**



The City of Chesapeake seeks entry-level and experienced professional Procurement Specialist candidates. This is a great opportunity for public procurement professionals to continue their career with a City that has an excellent reputation for service and stability. It is also a great opportunity to start a new career as a PS II! There is a career progression program in place that provides procurement specialists the opportunity to advance through the I, II and III level! It is worth noting that after a reorganization & period of rebuilding & change, the department will be at full staff. This is an exciting time to join the team!

**SIGN ON BONUS OF \$2,000!**  
*For new hires and transfers from other City Departments!*



## Learn More About Procurement!

To learn more about careers in public procurement at the City of Chesapeake, watch this video of Chesapeake procurement professionals describing their work:

[www.cityofchesapeake.net/Procurement](http://www.cityofchesapeake.net/Procurement)

## About the Office

The Chesapeake Procurement Office supports 41 user departments, Processing approximately \$200,000,000.00 worth of procurements per year. The Team consists of 13 employees led by Chief Procurement Officer Carol Robinson along with a Deputy Procurement Administrator and a Procurement Supervisor.

## Desired Traits

- Results-focused
- Ability to build good relationships with teammates and customers
- Attention to detail
- Ability to manage multiple tasks and deadlines

## How To Apply

To be considered for this opportunity and to view detailed job descriptions and requirements, please submit a cover letter, resume, and online application at <https://jobs.cityofchesapeake.net/postings/16954>. Interested candidates should apply immediately. Open until filled.

**PROCUREMENT SPECIALIST III: \$60,100 to \$89,400**

**PROCUREMENT SPECIALIST II: \$54,400 to \$81,000**

**PROCUREMENT SPECIALIST I: \$49,300 to \$73,400**

*All of the departments for the City purchase goods and services to serve the community.*

***A procurement specialist helps make this happen!***

- ◆ Coordinate with bidders to research availability of goods and services, provide assistance with procedures, and respond to questions and concerns.
- ◆ Draft specifications for commodity sourcing.
- ◆ Prepare and manage the solicitation process for competitive sealed bids and negotiations.
- ◆ Conduct negotiations, award contracts, organize and direct pre-bid/proposal conferences.

**QUALIFICATIONS & EXPERIENCE:** For detailed job descriptions and specific requirements for each level, please see job descriptions online.

**SALARY:** The above salaries are the hiring range. Hiring pay is dependent on qualifications and experience. The City will compensate for experience in public procurement, especially at the local government level.