



DEPARTMENT OF
**HUMAN
RESOURCES**

City of Richmond
Procurement Analyst, Senior

SALARY	\$76,906.00 - \$123,943.00 Annually	LOCATION	City Hall, 900 East Broad Street, Richmond, VA
JOB TYPE	Full-Time	JOB NUMBER	84M0000049
DEPARTMENT	Procurement	OPENING DATE	06/12/2026
CLOSING DATE	6/28/2026 11:59 PM Eastern		

Are you Richmond **R.E.A.D.Y?** **R**espect. **E**quity. **A**ccountability. **D**iversity...**YOU!!!**

This is an **EXCITING** time to Join the City of Richmond! We are committed to nurturing talent, fostering growth opportunities, and building strong connections within our workforce. As we continue to make strides to becoming the employer of choice, we are thrilled about the below employee benefit enhancements:

- **Virginia Retirement System (VRS)**
- **Language Incentive**
- **Referral Bonus**
- **Tuition Assistance Program**

Description

The Department of Procurement Services is growing. We are searching for highly qualified candidates for the position of **Procurement Analyst, Senior**. The incumbent will join a team that has earned the prestigious Achievement of Excellence in Procurement (AEP) Award from the National Procurement Institute and continues to implement best practices that will have a major positive impact on the City of Richmond and the improvement of the department. All team members are valued and recognized for their ideas and contributions to the success of the organization.

**** This position is considered an Essential Personnel, which means that the incumbent is required to work when the City is closed due to public emergencies, critical or hazardous conditions or inclement weather.****

Duties include but are not limited to

Responsibilities include but are not limited to

- Conducting formal solicitations such as Invitations for Bids (IFBs), Requests for Proposals (RFPs), and Requests for Qualifications (RFQs).
- Analyzing data, researching industry trends, and understanding agency and business needs and the city's financial goals.
- Recommending alternative contracting strategies that align with the Virginia Public Procurement Act and City of Richmond policies and goals and determining the most appropriate procurement method.
- Serving as lead procurement analyst and subject matter expert (SME) for complex procurements.

- Reviewing contract clauses, terms, and conditions to ensure the proper application in various contracts.
- Performing contract and technical writing of contractual documents such as Statements of Work and Statements of Need to support the needs of internal customers.
- Participating on various process improvement teams within the department to streamline function. Ensuring the accurate and timely execution of Invitation for Bids (IFB), Requests for Qualifications (RFQ), and Requests for Proposals (RFP), while maintaining budget and compliance standards.
- Mentoring and training junior-level contract specialists to develop skills in procurement research, compliance, and document preparation.
- Providing procurement-related training and guidance to agency project managers and construction project teams.

Qualifications, Special Certifications and Licenses

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge (some combination of the following):

- Purchasing and procurement practices and processes, competitive sealed bidding (IFBs) and competitively negotiated procurements (RFPs)
- Complex contracts
- Principles of acquisition (such as streamlining, reform, e-gov initiatives, planning, strategy, and strategic sourcing)
- Specialized procurement such as construction, information technology, telecommunications, or A&E design
- Computer programs such as Microsoft Office (Word, Excel, PowerPoint), Oracle, SharePoint, Electronic Procurement programs, EIS reporting tool, Automated Financial Systems, Enterprise Resource Program, Procurement E-Business (Procurement and Payables Inquiry Models) and scheduling systems
- Virginia and Richmond procurement codes and related government acquisition regulations and statutes; business law; and mathematics
- Accounting, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, budgeting, business management, and contract management

Skills (some combination of the following):

- Business and technical writing
- Negotiating (pricing, terms, and contract condition)
- Maintaining professional relationships
- Maintaining and managing databases
- Collaborating with others
- Proofreading documents
- Applying mathematical principles
- Providing customer service
- Monitoring budgets
- Oral and written communication

Abilities (some combination of the following):

- Pay attention to detail
- Multi-task
- Listen
- Analyze guides in terms of acquisition requirement and contractor capabilities
- Effectively interact with, coordinate, and resolve problems with personnel from varied backgrounds and organizations

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree in accounting, business administration, purchasing, contracts management, or a related field.

- Proven expertise in procurement planning and acquisition strategies, including strategic sourcing and e-government initiatives.
- Four years of professional procurement experience which includes experience with large, complex purchases and contract administration
- Equivalent combinations of education and experience may be considered.

PREFERRED TRAINING AND EXPERIENCE:

- Exceptional technical writing skills
- Strong analytical skills are necessary to compare different and various pricing offerings and proposals
- Problem-solving skills to identify fair and reasonable pricing in cost and pricing proposals in response to RFPs
- Experience in the areas of Design Build and Construction Manager at Risk (CMaR) procurement methods
- Certified Public Procurement Buyer (CPPB) with in-depth government procurement experience
- Meticulous attention to detail and positive, customer-focused attitude
- Strong oral and written communication skills
- Demonstrated ability to build and maintain cooperative, professional relationships with client departments and external agencies

Americans with Disabilities Act Requirements

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Prospective and current employees are invited to discuss accommodations.

ENVIRONMENTAL HAZARDS: Working conditions may include exposure to travel to other locations within the City of Richmond as well as outside of the City of Richmond; exposure to hazardous physical conditions such as mechanical parts, electrical currents, vibrations, etc.; atmospheric conditions such as fumes, odors, dusts, gases, and poor ventilation; inadequate lighting; intense noise; and environmental hazards such as disruptive people, imminent danger, and a threatening environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT: Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. The essential duties of this classification may require the ability to regularly walk and work with one's fingers; frequently balance, lift, or grasp; and occasionally stoop, kneel, crouch, reach, stand, push, and pull. In terms of the physical strength to perform the essential duties, this classification is considered to be sedentary, exerting up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects. The working conditions may contain environmental hazards.

* Internal use: HR Generalist to review.

Equal Employment Opportunity Statement

The City of Richmond provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The City of Richmond is committed to the full inclusion of all qualified individuals. As part of this commitment, the City of Richmond will ensure that persons with disabilities are provided with reasonable accommodations. **If you require reasonable accommodations under the Americans with Disabilities Act (ADA) to participate in the job application and/or the interview process**, please contact Veronica Kenner, by email at HR-ADA@rva.gov.

This policy applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation and training.

The **City of Richmond Values Veterans**. *We are an official V3 Certified Company.*

The **City of Richmond** is a proud partner with the **US Army Partnership for Your Success PaYS Program**.

Employer

City of Richmond

Address900 East Broad Street
Suite
Richmond, Virginia, 23219**Phone**(804) 646-5660
804-646-5660**Website**<https://www.rva.gov/>

Procurement Analyst, Senior Supplemental Questionnaire

*QUESTION 1

10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?

- Yes
 No

QUESTION 2

5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?

- Yes
 No

*QUESTION 3

Which answer best describes your highest level of education?

- High School Diploma/ GED
 Some college

- Associate's Degree
- Bachelor's/ Advanced Degree
- None of the above

***QUESTION 4**

Employees in this job classification are designated as Essential Personnel and must be available to report to work during inclement weather, disasters and other emergencies. Are you willing and available to report to work during these conditions?

- Yes
- No

***QUESTION 5**

Do you have a Bachelor's Degree in Business, Construction Management, Public Administration, Law or related field?

- Yes
- No

***QUESTION 6**

Which best describes your years of procurement experience?

- Less than four years of experience
- Four to seven years of experience
- More than seven years of experience

***QUESTION 7**

Do you have recent working experience in a Virginia locality, or other government agency?

- Yes
- No

***QUESTION 8**

Select all the below professional certifications you have that relate to procurement. (Select all that apply)

- Certified Public Procurement Officer (CPPO)
- Certified Public Procurement Buyer (CPPB)
- Other Procurement related certification
- None of the above

***QUESTION 9**

If you selected "other procurement related certification" above, please name the credential(s) below. If you did not select "other", type "N/A".

***QUESTION 10**

Summarize how your education, training, and experience have prepared you for this opportunity

QUESTION 11

Are you currently a City of Richmond employee?

- Yes

No

* Required Question