Fairfax County

# HCD/FCRHA Procurement Team Manager (Financial Specialist IV)

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| **SALARY** | $42.68 - $74.68 Hourly<br>$3,414.06 - $5,974.60 Biweekly<br>$88,765.46 - $155,339.60 Annually | **LOCATION** | HOUSING & COMM DEV ADMIN, 3700 PENDER DRIVE, FAIRFAX (FH22), VA |
| **JOB TYPE** | FT Salary W BN | **JOB NUMBER** | 26-01630 |
| **DEPARTMENT** | Housing & Community Dev | **OPENING DATE** | 10/24/2026 |
| **CLOSING DATE** | 11/13/2026 11:59 PM Eastern | **PAY GRADE** | S29 |
| **POSTING TYPE** | Open to General Public | | |

## Job Announcement

Make a difference – join our team to empower communities and build futures!

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Help make our vision of a community everyone can afford to call home a reality!

Under the general supervision of the Department of Housing and Community Development (HCD)'s Central Services Division Director and the Assistant Director, Financial and Accounting Operations, this position is accountable for planning, training, and directing the daily activities of one of five financial teams responsible for financial management and procurement activities of HCD and the Fairfax County Redevelopment and Housing Authority (FCRHA). This includes the procurement activities and actions of public funds for the County, FCRHA, and federal or state grant funds. Directs the development and implementation of procurement related fiscal management and accounting procedures for the team and agency. Manages and oversees teams' work products for HCD and FCRHA's procurement and contract activities, in coordination with the County Department of Procurement and Materials Management, to include requests for proposal (RFPs), requests for qualifications (RFQs), invitations for bids (IFBs), contract negotiations and coordination, other activities to coordinate and monitor organizational needs for a broad variety of goods and services.

Ensures compliance of procurement activities in conformance with Virginia Public Procurement Act (VPPA), federal Office of Management and Budget (OMB) regulations, Virginia Housing and Development Authority (VHDA), U.S. Department of Housing and Urban Development (HUD), and other regulatory requirements, standards, and guidelines, as applicable. Oversees and coordinates grant procurement or contract compliance and reporting to Federal or State funding entities, including SAM vendor verification and monitoring. Experience with vendor selection, negotiations, and corrective action measures as part of the contract administration and management process. Works with senior management and program staff to ensure the most strategic utilization of the agency's financial resources. Supports various budgetary process activities such as year-end and annual budget submission to ensure appropriate procurement

and contract activities align with the organizational financial needs and plans. Prepare recommendations on financial or accounting oversight concerns or errors. Prepare projections and analysis for decision-making process of Division and Senior Leadership team or program staff as it relates to procurement activities. Understands program requirements and how financial management and planning are imperative to the delivery of service.

Read about Fairfax County Department of Housing and Community Development, click here. Review the Fairfax County Redevelopment and Housing Authority reports, click here.

We are committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click here to learn more about the One Fairfax policy.

Fairfax County Government offers a thriving career and workplace culture. Watch these videos to learn more:

- Click here to watch a video on Working for Fairfax County Government
- Click here to watch a video on benefits offered by Fairfax County Government.

## Employment Standards

**MINIMUM QUALIFICATIONS:**
Any combination of education, experience, and training equivalent to the following:
*(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")* Graduation from an accredited four-year college or university with either a bachelor's degree in accounting, business administration, public administration, public policy or related field; plus, four years of professional-level experience in finance, business administration, budgeting, or contract management, a master's degree in a related field or CPA may substitute for 1 year of experience.

**CERTIFICATES AND LICENSES REQUIRED:**
None.

**NECESSARY SPECIAL REQUIREMENTS:**
The appointee to this position will be required to complete a criminal background check and a credit check to the satisfaction of the employer.

**PREFERRED QUALIFICATIONS**:

- Seven to ten (7-10) years of progressively responsible experience in governmental procurement, contract administration, or public purchasing, including experience administering formal competitive procurements under the VPPA and in conformance with federal funding requirements.
- Minimum of three years of supervisory experience.
- Bachelor's degree in accounting, business administration, public administration, public policy or related field
- Experience with Public-Private Education Facilities and Infrastructure Act (PPEA) project, capital construction projects, and federal funded procurements
- Experience with local government budgeting and ERP financial systems
- Considerable knowledge of government procurement regulations and ability to interpret/analyze legislative impacts to policies and procedures.
- Demonstrated ability to negotiate with contractors, vendors, and consultants.
- Demonstrated ability to establish and maintain effective working relationships with internal customers and stakeholders.
- Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), or a Certified Purchasing Manager (CPM), or Virginia Contacting Officer (VCO) certification

**PHYSICAL REQUIREMENTS**:
Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing

other essential job duties; may be required to move items up to approximately 15 pounds in weight. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**
Panel Interview and may include a practical exercise.
Fairfax County is home to a highly diverse population, with a significant number of residents speaking languages other than English at home (including Spanish, Asian/Pacific Islander, Indo-European, and many others.) We encourage candidates who are bilingual in English and another language to apply for this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.
#LI-NW1

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**Employer**
Fairfax County

**Address**
12000 Government Center Pkwy. Suite 270

Fairfax, Virginia, 22035

**Phone**
703–324–3311

**Website**
http://agency.governmentjobs.com/fairfaxcounty/default.cfm

## HCD/FCRHA Procurement Team Manager (Financial Specialist IV) Supplemental Questionnaire

### *QUESTION 1

**What is the highest level of education that you have completed?**

- ◯ Less than 12th grade
- ◯ High school diploma or GED
- ◯ Some college
- ◯ Associate's degree
- ◯ Bachelor's degree
- ◯ Master's degree
- ◯ Doctorate degree

### QUESTION 2

**Please indicate the major(s) or minor(s) for your completed degree(s). Check all that apply.**

- ◯ Accounting
- ◯ Finance
- ◯ Business administration

- ◯ Public administration
- ◯ Public policy
- ◯ Other (related field)
- ◯ Other (non-related field)
- ◯ Not applicable

*QUESTION 3

**If you answered "Other (related field)" or "Other (non-related field)" for the previous question, please list the discipline of your degree. If this question does not pertain to you or you do not possess a degree, enter "N/A".**

*QUESTION 4

**If you answered "Some college" for the highest level of education completed, please indicate the number of quarter or semester hours you have completed towards a degree.**

- ◯ Less than 45 quarter hours
- ◯ 45 to less than 90 quarter hours
- ◯ 90 to less than 135 quarter hours
- ◯ 135 to less than 180 quarter hours
- ◯ 180 or more quarter hours
- ◯ Less than 30 semester hours
- ◯ 30 to less than 60 semester hours
- ◯ 60 to less than 90 semester hours
- ◯ 90 to less than 120 semester hours
- ◯ 120 or more semester hours
- ◯ Not applicable

*QUESTION 5

**Do you currently possess a CPA (Certified Public Accountant) license?**

- ◯ Yes
- ◯ No

*QUESTION 6

**How many years of full-time equivalent professional-level experience do you have in finance, business administration, budgeting, or contract management?**

- ◯ None
- ◯ Less than one year
- ◯ One to less than two years
- ◯ Two to less than three years
- ◯ Three to less than four years
- ◯ Four to less than five years
- ◯ Five to less than six years
- ◯ Six to less than seven years
- ◯ Seven to less than eight years

- ◯ Eight to less than nine years
- ◯ Nine to less than ten years
- ◯ Ten or more years

*QUESTION 7

**How many years of full-time equivalent supervisory experience do you have?**

- ◯ None
- ◯ Less than one year
- ◯ One to less than two years
- ◯ Two to less than three years
- ◯ Three to less than four years
- ◯ Four to less than five years
- ◯ Five to less than six years
- ◯ Six to less than seven years
- ◯ Seven to less than eight years
- ◯ Eight or more years

*QUESTION 8

**How many of years of full-time equivalent Virginia governmental procurement experience do you have?**

- ◯ None
- ◯ Less than one year
- ◯ One to less than two years
- ◯ Two to less than three years
- ◯ Three to less than four years
- ◯ Four to less than five years
- ◯ Five to less than six years
- ◯ Six to less than seven years
- ◯ Seven to less than eight years
- ◯ Eight to less than nine years
- ◯ Nine to less than ten years
- ◯ Ten or more years

*QUESTION 9

**How many years of full-time equivalent experience do you have working with federal procurement requirements for local administered programs and projects?**

- ◯ None
- ◯ Less than one year
- ◯ One to less than two years
- ◯ Two to less than three years
- ◯ Three to less than four years
- ◯ Four to less than five years

- ◯ Five to less than six years
- ◯ Six to less than seven years
- ◯ Seven to less than eight years
- ◯ Eight to less than nine years
- ◯ Nine to less than ten years
- ◯ Ten or more years

*QUESTION 10

**How many years of full-time equivalent experience do you have in procurement supporting local governments in Virginia?**

- ◯ None
- ◯ Less than one year
- ◯ One to less than two years
- ◯ Two to less than three years
- ◯ Three to less than four years
- ◯ Four to less than five years
- ◯ Five to less than six years
- ◯ Six to less than seven years
- ◯ Seven to less than eight years
- ◯ Eight to less than nine years
- ◯ Nine or more years

*QUESTION 11

**Please indicate which of the following certifications you currently hold. Check all that apply.**

- ◯ VCO (Virginia Contracting Officer)
- ◯ Certified Procurement Manager (CPM)
- ◯ Certified Public Purchasing Officer (CPPO)
- ◯ Certified Professional Public Buyer (CPPB)
- ◯ None of the above

*QUESTION 12

**How many years of full-time equivalent professional-level experience do you have with PPEA projects?**

- ◯ None
- ◯ Less than one year
- ◯ One to less than two years
- ◯ Two to less than three years
- ◯ Three to less than four years
- ◯ Four to less than five years
- ◯ Five to less than six years
- ◯ Six to less than seven years
- ◯ Seven to less than eight years

- ◯ Eight to less than nine years
- ◯ Nine or more years

* Required Question