

**POSTING NUMBER:** HR18-0015 ISSUE DATE: May 2, 2018

TITLE: Assistant Buyer CLOSING DATE: May 16, 2018

**DIVISION / OFFICE /UNIT:** Office of Fiscal Services **SALARY RANGE:** P18: \$45,954.32 - \$64,808.33

LOCATION: 101 S. Broad Street NUMBER OF POSITIONS: 1

Trenton, New Jersey

OPEN TO: Department-Wide (Department of Community Affairs Employees ONLY)

All Departments/Agencies (State Employees with permanent status ONLY)

General Public and/or State Employees

### **DESCRIPTION OF MAJOR DUTIES:**

Under direction, assists higher level professionals in selecting, preparing orders, and making arrangements for the purchase of various equipment, materials, and supplies used by various divisions which are continual in nature and vary in item content. Evaluates requests to determine purchase method; comprehends State contract award information and Method of Operation as well as OMB Circular requirements concerning procurement processes and approvals and applies such when processing requests; collaborates with requesting division to finalize and collect necessary purchase documentation; determines the appropriate purchase system -- MACS-e, e-Catalog and NJSTART – for order processing and generates purchase orders; receives deliveries comparing vendor invoices to purchase orders to determine delivery accuracy, and works with vendors and requestors to resolve discrepancies; processes payments in accordance with State rules and regulations; maintains records; does other related duties.

# <u>REQUIREMENTS</u> (APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

#### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

#### **EXPERIENCE:**

One (1) year of experience in the large-scale purchase of commodities, equipment, and supplies. **Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

## LICENSE:

Appointees will be required to possess a valid driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

<ul> <li>A promotable eligible exists within the unit scope.</li> <li>☐ A promotional list exists within the unit scope.</li> <li>☐ An open competitive list exists.</li> </ul>
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Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs Office of Human Resources HR18-0015

101 South Broad Street PO Box 800 Trenton, New Jersey 08625

Resumes may be emailed to: <a href="mailto:resume1@dca.nj.gov">resume1@dca.nj.gov</a>

## Interviews will be granted based on resume

**NOTE**: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018