



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

September 20, 2021
NOTICE OF JOB VACANCY
#21-330

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements indicated below:

TITLE: Buyer
SALARY: \$55,777.68 to \$78,967.17
LOCATION: Division of Administration
Fiscal Management Office
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision is responsible for purchase of equipment, materials, and/or supplies used by various agencies which are continual in nature, reviews purchasing requisitions, checks descriptions and specifications for adequacy and accuracy, and consults with concerned parties to adjust discrepancies; prepares proposals to be sent to a selected list of vendors and ensures vendors and ensures vendors' qualifications are properly investigated; prepares bid documents designed for annual contractual purchasing; prepares correspondence concerned with purchase matters; may assist in the preparation of statistical cost, and other reports. does other related duties as required.

REQUIREMENTS

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

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Two (2) years of experience in the large-scale purchase of commodities, materials, equipment, and/or supplies.

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

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-330 and a current resume on or before the closing date of October 4, 2021 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

