

# **Please Post**

7 November, 2018

## **NOTICE OF VACANCY**

TITLE: Assistant Purchasing Agent

JOB STATUS: Full time 40 hours/week

LOCATION: One Spring Street, Newton, NJ 07860

DEPARTMENT/DIVISION: Department of Central & Shared Services  
Office of Central Purchasing

STARTING SALARY: Non Represented ~ Range \$57,079 to \$103,304

CLOSING DATE FOR APPLICATIONS: November 17, 2018

TENTATIVE START DATE: To be determined

### **REQUIREMENTS:**

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

**Experience:** Four (4) years of experience in the writing of purchase specifications and in the purchase of equipment, materials, and supplies in a large government or private agency.

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

Preferred consideration will be given to applicants who have received their Qualified Purchasing Agent certification.

**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.

### **JOB DUTIES:**

Assists the Purchasing Agent by performing supervisory and highly complex tasks involved in the purchasing of supplies; does other related work as required.

### ***RETURN COMPLETED APPLICATIONS (or RESUME) TO***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us)):

COUNTY OF SUSSEX  
Sussex County Administrative Center  
Office of Employee Services  
One Spring Street, Newton NJ 07860

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation