

Please Post

8 October, 2021

NOTICE OF VACANCY

TITLE: Assistant Purchasing Agent

JOB STATUS: Full time 40 hours/week

LOCATION: Sussex County Administrative Center
One Spring Street, Newton, NJ

DIVISION/DEPARTMENT: Department of Central and Shared Services

DATE OF VACANCY: Immediately

STARTING SALARY: \$60,573.00

CLOSING DATE FOR APPLICATIONS: October 17, 2021

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.

NOTE: This position reports to the Purchasing Agent, in order to be eligible for Purchasing Agent title all applicants will be required to possess a valid Qualified Purchasing Agent (QPA) certification issued by the State Division of Local Government Services, in the Department of Community Affairs.

SUBSTITUTION: Applicants who do not possess the required education may substitute additional experience as indicated above 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 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 related work as required.

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

County of Sussex
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.