

Please Post
October 20, 2021

NOTICE OF VACANCY

TITLE: Purchasing Agent

JOB STATUS: Full time 40 hours/week

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

LOCATION: One Spring Street
Newton, NJ 07860

SALARY RANGE: \$81,181

CLOSING DATE: to be determined

TENTATIVE START DATE: to be determined

MINIMUM REQUIREMENTS:

LICENSE:

In accordance with N.J.S.A. 40A:11-9, 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.

EDUCATION:

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

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.

EXPERIENCE:

Five (5) years of experience in the writing of purchase specifications and in the purchase of equipment, materials, and supplies on a large scale.

NOTE:

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:

Under direction, plans, organizes, and directs activities of the purchasing unit; prepares purchasing procedures; does other related duties as required.

RETURN COMPLETED APPLICATIONS TO (On Standard County Application Form available at sussex.nj.us)

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

Fax: 973-579-0355

Email: employeeservices@sussex.nj.us

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.