

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: 05/23/23

Closing Date: 05/31/23

**TITLE:** Assistant Purchasing Agent  
Purchasing Agent

**SALARY:** \$53,944 - \$67,906

Hours: 40  35

**DEPARTMENT:** Administrative Services

Union:  Mgmt

**LOCATION:** Atlantic City

NJCSC Test Required: Yes  No

Grant Funded: Yes  No

### **DEFINITION:**

The Assistant Purchasing Agent will, under direction, perform supervisory and highly complex tasks involved in the purchasing of supplies. The Purchasing Agent will plan, organize, and direct the activities of the purchasing unit; prepare purchasing procedures; does related work as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS:**

#### **EDUCATION:**

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

#### **EXPERIENCE:**

Four (4) to five (5) 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:** In order to be eligible for the 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.

**EXAMPLES OF WORK:**

Establishes and develops purchasing methods, procedures, and records in accord with prescribed laws, rules, regulations, standards, policies, and procedures.

Prepares purchase requisitions and specifications.

Reviews purchase requisitions for varied operating and maintenance equipment, materials, and supplies for accuracy and suitability.

Enters and checks prices on requisitions.

Supervises staff in the checking of purchase orders against requisitions to ensure accuracy of prices and quality of goods.

Supervises staff in the preparation and completion of purchase orders.

Reviews submitted bids for content and after thorough analysis makes recommendations for acceptance or rejection of bids.

Communicates directly with vendors by telephone or correspondence.

Interviews vendors to determine product line and usefulness.

Handles complaints by taking the proper action.

Develops and implements a centralized purchasing system including all necessary procedures, forms, and files.

Records claims of vendors for materials and services.

Is responsible for obtaining professional, consulting, and other services on a contractual basis.

Ensures that merchandise ordered is received in good condition.

Prepares reports.

Maintains, classifies, indexes, and cross-references records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of accepted procedures used in making large scale purchases.

Knowledge of methods and standards used in the preparation of purchase orders and specifications.

Knowledge of the types of information needed to complete purchase orders.

Knowledge of laws, rules, and regulations affecting purchasing.

Knowledge of the accepted preparation of specifications of commodity markets, marketing practices, and commodity pricing methods, and of the application of bookkeeping methods to procurement practices.

Ability to supervise staff in the preparation of purchase requisitions and specifications.

Ability to ensure the accuracy of prices and quality of goods purchased.

Ability to ensure compliance with standards and procedures used in the preparation of purchase orders and specifications.

Ability to review specifications and recommend suitable action.

Ability to interpret market prices and trends and apply such interpretations to procurement problems.

Ability to establish and maintain harmonious working relationships.

Ability to review and prepare specifications.

Ability to recommend suitable action on bids.

Ability to establish and maintain purchasing and other records.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>**

**Alternatively, applications may be mailed to the**

**Atlantic County Division of Human Resources**

**1333 Atlantic Avenue, Atlantic City, NJ 08401**

***- We are an Equal Opportunity Employer -***