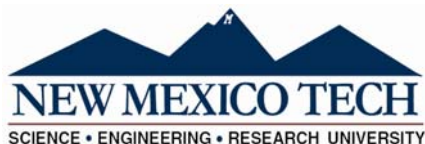


**Posted:** August 19, 2020



## POSITION ANNOUNCEMENT

**TITLE:** BUYER I

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$13.75 - \$17.10

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL DEPARTMENTAL POSTING THROUGH:** Concurrent\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHOPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Receives and processes requests for the acquisition of materials, supplies, equipment and services; Assists in solicitation of price quotations and information for sealed bids; Monitor, document and reconciles credit card transaction records; Evaluates, negotiates and processes EMRTC purchases within state Procurement Regulations, state Public Works Regulations and Federal Acquisition Regulations; Signs and releases purchase orders and related contract documents up to delegated authority; Establishes and maintains purchase, lease and service contracts; Conduct periodic evaluation of purchases, contract usage, price reviews and contractor performance. Monitors and expedites outstanding purchase orders to complete or close purchase transactions. Receives invoices, reviews for compliance, resolves discrepancies, coordinates verification of satisfactory receipt and obtains payment approval. Conducts regular evaluations of outstanding and closed orders (Life Cycle Reconciliation). Communicates directly with vendor sales representatives, internal requesters, state and federal agencies and the general public takes action to be of assistance or direct to appropriate office for assistance. Assists in other areas as needed or directed.

### REQUIRED QUALIFICATIONS:

High school (or GED) level ability in spelling, grammar, basic composition and math required. Knowledge of public purchasing practices and procedures desired. Knowledge of basic contract law as it relates to purchasing, inventory, shipping and receiving desired. Knowledge of fund accounting practices and principles desired. Knowledge of computerized purchasing, accounts payable, inventory and receiving operations desired. Skill in developing and writing detailed specifications for sealed bids desired. Skill in soliciting quotations and sealed bids desired. Skill in evaluating, documenting and awarding purchase contracts required. Skill in communicating in writing and verbally to a wide range of clientele required. Experience in negotiating and conflict resolution required. Skill in personal computer operations (Word Processing, Spreadsheets and Databases) required. Knowledge of purchases under Federal Acquisition Regulations desired. Knowledge of Public Works construction contracting desired. Knowledge of Small Business Development and reporting and subcontracting goal settings desired. A valid New Mexico driver's license is required. This position requires the ability to obtain a Department of Defense security clearance through Secret within a reasonable time after employment.