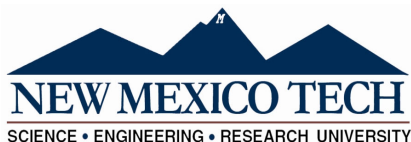


Posted: February 1, 2023



POSITION ANNOUNCEMENT

TITLE: BUYER II

DEPT: EMRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$17.50-\$21.18

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

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: February 9, 2023* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Responsible for the procurement of materials, supplies, equipment, services and commodity for the First Responder Training Program. Responsible for compliance with federal, state, and institute procurement regulations. Support general accounting operations as required.

JOB FUNCTIONS:

Receives request for acquisition of materials, supplies, equipment, and services; solicits price quotations; evaluates, negotiates, and awards purchases within state procurement regulations, institute policy; signs and releases purchase orders and related contract documents up to delegated authority. Establishes and maintains purchase, lease, rental, and service contracts. Conducts periodic evaluation of purchases and vendor performances. Maintains documentation files for all purchases. 50%

Serves as the resource for the development of sole sources, statements of work, technical specifications and technical evaluations. Assist with the developing, evaluation, and awarding of purchase orders/ contracts consistent with policies and regulations. Assist with the negotiations of mutually acceptable terms and conditions. Assist with the small business and socioeconomic procurement strategies. 20%

Monitors and expedites outstanding purchase orders to complete or close purchase transactions. Receives invoices, reviews for compliance with purchase order, resolves discrepancies, coordinates verification of satisfactory receipt and obtains payment approval. Conducts periodic evaluations of outstanding and closed purchase orders. 25%

Solicits, receives, and submits vendor certifications to NMT Purchasing Services. 5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Five (5) years of general experience with Purchasing procedures/duties. Knowledge of purchasing practices and procedures. Knowledge of computerized purchasing, accounts payable, inventory and receiving operations. Skill in soliciting quotations, evaluating and awarding purchase orders. Skill in verbal communication and conflict resolution. Skill in personal computer operations (word processing, spread sheets, and databases).

DESIRED QUALIFICATIONS:

Knowledge of basic contract law as it relates to purchasing, inventory shipping and receiving. Knowledge of general construction.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	S
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 10%	Sitting 75%	Walking 5%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu