POSITION ANNOUNCEMENT

TITLE: BUYER

DEPT: FACILITIES MANAGEMENT

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $13.75 - $16.00

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 POSTING THROUGH Concurrent* 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 DUTIES:
Responsible for the procurement of materials, supplies, equipment, and services for assigned area and commodity within federal, state, institute, and departmental procurement regulations. Receives requests for acquisition of materials, supplies, equipment, and services; solicits price quotations and sealed bids; prepares quotation abstracts; evaluates, negotiates and awards purchases. Establishes and maintains purchase, lease, rental, and service contracts. Conducts periodic evaluation of purchases, contract usage, price reviews, and contractor performances. Provides information, assistance, and training to other management staff in the purchasing procedures and procurement processes. Monitors and expedites outstanding purchase orders to complete or close purchase transactions. Receives invoices, reviews for compliance with purchase order, resolve discrepancies. Solicits receive and record vendor certification to maintain optimum sources of supply and qualify vendors under federal Small and Disadvantage Programs. Perform other duties as assigned by supervisor.

REQUIRED QUALIFICATIONS:
Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Knowledge of public purchasing practices and procedures; Knowledge of contract law for purchasing, inventory, shipping/receiving required. Knowledge of fund accounting practices and principles; knowledge of computerized purchasing AP, Inventory and receiving operations required. Skill in developing and writing detailed specs for sealed bids, in soliciting quotes and sealed bids required. Skill in evaluating, documenting and awarding purchase contracts, communicating with faculty, staff, students, and the public required. Knowledge of Federal funded purchases under FAR and Public Works required. 5 Years progressive experience in Accounting & Purchasing required. New Mexico Purchasing Certification required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 009, Socorro, NM 87801-4796