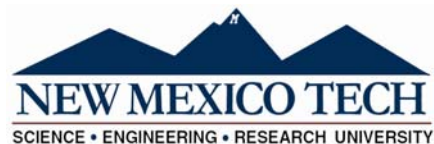


**Posted:** November 10, 2021



## POSITION ANNOUNCEMENT

**TITLE:** BUYER I

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$14.00-\$17.75

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** November 19, 2021\* 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 procurement of materials equipment and services for assigned area and commodity within State, Federal and Institute Procurement Regulations. Support general accounting operating, assist with data gathering analysis and payroll.

### **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 required. Knowledge of basic contract law as it relates to purchasing, inventory, shipping and desired. Knowledge of fund accounting practices and principles desired. Knowledge of computerized purchasing, accounts payable, inventory and receiving operations required. 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 with staff, scientists, engineers, students and public required. Skill in communicating in verbal and written form required. Skill in negotiations and conflict resolutions required. Skill in personal computer operations (Word Processing, Spreadsheets, and Databases) required. Knowledge of Federal Funded purchases under Federal Acquisition Regulations desired. Knowledge of Public Works construction contracting desired. Knowledge of small business development and reporting and subcontracting goal setting desired. A valid NM Driver's License required. Must be fully vaccinated for COVID-19.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 215, Socorro, NM 87801-4796