

**Posted:** October 27, 2023



## POSITION ANNOUNCEMENT

**TITLE:** BUYER I

**DEPT:** EMRTC

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$16.00-18.00

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

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 06, 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 procurement of materials equipment and services for assigned area and commodity within State, Federal and Institute Procurement Regulations as well as overseeing and maintaining all travels. Support general accounting operating, assist with data gathering analysis and payroll.

### JOB FUNCTIONS:

Receives requests for the acquisition of materials, supplies, equipment and services; solicits price quotations and information for sealed bids; prepares quotation abstracts; evaluates, negotiates and awards 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 purchases, lease, rental and service contracts. Conducts periodic evaluation of purchases, contract usage, price reviews and contractor performance. 50%

Monitor and expedite outstanding purchase orders to complete or close purchase transactions. Receive invoices, review for compliance with purchase order, resolve discrepancies, coordinate verification of satisfactory receipt and obtain payment approval. Conduct periodic evaluations of outstanding and closed purchase orders. 25%

Monitor, document and maintain all purchasing and credit card transaction records. 25%

### REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Knowledge of public purchasing practices and procedures. Knowledge of basic contract law as it relates to purchasing, inventory, shipping and receiving. Skill in personal computer operations (Microsoft Office) and computerized purchasing, accounts payable, inventory and receiving operations. Skill in evaluating, documenting and awarding purchase contracts. Skill in negotiations and conflict resolution. Skill in communicating in verbal and written form. A valid New Mexico driver's license is required.

### DESIRED QUALIFICATIONS:

Knowledge of Federal Funded purchases under Federal Acquisition Regulations. Knowledge of fund accounting practices and principles. Skill in developing and writing detailed specifications for sealed bids. Knowledge of Public Works construction contracting.

**LIFTING REQUIREMENTS:**

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

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

**PHYSICAL DEMANDS:**

Standing 10%	Sitting 80%	Walking 5%	Pulling
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)