



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Senior Buyer [Classified Competitive]			Salary R24 \$65,175.87 - \$92,525.88
Posting Number 3-22	Position Number 009760	Number of Positions 1	Posting Period * From: 01/03/2022 To: 01/17/2022
Location: Division of Management and Administration Accounting and Procurement 55 North Willow Street 6th Floor, Trenton, NJ 08618			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

The Senior Buyer will oversee the preparation, distribution and receipt of competitive bidding request proposals (PB 120's) for the Department of Health's (DOH) divisions and programs by obtaining bid specifications from divisions purchasing goods or services in excess of \$17,500, creating initial bid documents used to solicit vendor submissions, reviewing bid applications, rejecting or accepting completed bid packages as well as selecting the vendor to award to using the specifications outlined in the bid solicitation.

The position will prepare purchase orders for assigned divisions for goods and services required by the programmatic or administrative needs within each division. Will collaborate with the divisions to determine the most economical and efficient purchasing method that will satisfy the need. Will utilize the State's purchasing systems, NJSTART and MACS-E along with the DOH internal requisition tracking system, ReqTrack, to process orders and verify receiving. Will apply final signature authority on all purchase orders giving vendors approval to fill orders based on the completed purchase order.

The Senior Buyer will be responsible for reviewing purchase requests to ensure compliance with Treasury - OMB and DOH policies by determining type of purchase (contract or non-contract), verifying pricing, appropriate use of commodity codes, item descriptions and contract lines, reviewing accounting information for adequate monetary levels, proper account distributions as well as reviewing proper federal grant periods.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not meet the above education requirement may substitute additional experience as described below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Three (3) years of experience in the large scale purchase of commodities, materials, equipment, and/or supplies.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:
PSTMA@doh.nj.gov
- Mail the required documents to:
**Kevin Jennings, Supervising Mgt. Impr. Specialist
Management and Administration
Reference Posting #3-22
New Jersey Department of Health
PO Box 360
Trenton, NJ 08625-0360**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

* Responses received after the closing date MAY be considered if the position is not filled.

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*