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

**Title**  
Buyer  
[Classified Competitive]

**Salary**  
P21 $53,611.76 - $75,900.80

**Posting Number**  
398-18

**Position Number**  
947334

**Number of Positions**  
1

**Posting Period**  
From: 12/13/2018 To: 12/27/2018

**Location:**  
Health Facility Survey & Field Operations  
Operations and Budget Program  
120 So. Stockton Street  
Trenton, NJ 08625

**Scope of Eligibility/Open to:**  
All Departments/State Employees

### GENERAL DESCRIPTION

Responsibility for the revenue collected by and the purchases required to support the Divisions that license, inspect and enforce state and federal regulations on more than 3,000 licensed health care facilities. Responds to requests to purchase equipment, supplies and travel, researches items and the appropriate contract or procedure to buy them according to Treasury rules. Interprets Treasury guidance, uses state purchasing systems, interacts with vendors, resolves problems, checks deliveries and delivers equipment and supplies to staff through appropriate channels. Reviews deposits of revenue and ensures crediting of corresponding accounts. Resolves overpayments, bounced checks, or other problems. Monitors the annual state appropriations for two Divisions to ensure adequate funding to cover purchases and requests funding to cover expenses as needed. Reviews charges to Division appropriation accounts and addresses problems. Documents and files all transactions according to retention guidelines and updates work processes as needed.

### 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 indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**EXPERIENCE:**

Two (2) 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:  
  PSTHFEL@doh.nj.gov
- Mail the required documents to:  
  Christine Pogorzelski, Administrative Assistant 2  
  Health Facilities Evaluation and Licensing  
  Reference Posting #398-18  
  New Jersey Department of Health  
  PO Box 367  
  Trenton, NJ 08625-0367

**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.
➢ 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.