



VACANCY ANNOUNCEMENT

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

Title Assistant Buyer [Classified Competitive]			Salary P18 \$50,737.29 - \$71,553.48
Posting Number 431-23	Position Number 928291	Number of Positions 1	Posting Period * From: 05/25/2023 To: 06/08/2023
Location: Division of Family Health Services/Fiscal 55 N Willow Street Trenton, NJ 08625-0364			Scope of Eligibility/Open to: Department of Health Employees

GENERAL DESCRIPTION

Assist buying team with purchase orders for assigned division(s) to ensure compliance. Compliance includes determining the 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, and proper federal grant periods. Additional requirements include comprehending and applying contract award information along with supporting documentation (back-up) for contract and direct purchase authority (DPA) purchases; collaborating with assigned divisions(s) to assist staff in completing and finalizing the necessary paperwork correctly. Assist buying team with the purchase of supplies, equipment, and materials for assigned divisions utilizing the State's purchasing systems, MACSE, and NJ START, along with the DOH internal requisition tracking system, ReqTrack, to process orders. Determining pricing of goods or services of vendors doing business with the department by studying catalogs, trade journals, the internet, etc., to ascertain market and price conditions; reviewing methods, activities, and practices for assigned divisions to evaluate the divisions' transactions based on efficiency, cost, clarity, and contract adherence; preparing and maintaining a list of prospective bidders for services/commodities unique to the department ensuring the vendors' qualifications are vetted.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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

EXPERIENCE: One (1) year of experience in the large scale purchase of commodities, equipment, and supplies.

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

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:
PSTFHS@doh.nj.gov
- Mail the required documents to:
**Juliet Taylor, Senior Management Assistant
Family Health Services
Reference Posting #
New Jersey Department of Health
PO Box 364
Trenton, NJ 08625-0364**

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.**
 - **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.*
 - **SAME APPLICANTS:** *If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.*