



POSITION VACANCY ANNOUNCEMENT

August 26, 2008

Closing Date: September 9, 2008

(Position will close after ten working days from date of listing or until filled.
Application review will begin on September 10, 2008).

Title: BUYER SUPERVISOR (PURCHASING SUPERVISOR)

Position Number: 2212-9092

Grade: 20

Fiscal and Administrative Services

DUTIES:

This position will supervise buyers in agency by reviewing purchase requests and awards for compliance with state laws, examines specifications and justifications; assigns purchase order requests in AASIS by commodity classifications, monitors purchasing activities; assists in writing specifications, provides product research and recommendations; interviews vendor representatives, explains purchase policies, advises on problems concerning products or supplies; compiles various reports, keeps abreast of purchasing regulations and answers correspondence; communicates purchasing policies and processes to agency buyers; performs related responsibilities as required or assigned.

SPECIAL REQUIREMENTS:

Possess knowledge of market conditions and resources; knowledge of state purchasing rules, regulations and methods; and purchasing requirements. Ability to research, prepare and evaluate product specifications; ability to disseminate information orally and in writing; ability to prepare reports and collect data; ability to use a computer and software programs effectively and to supervise the work of others.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

Office of Personnel Management Minimum Qualifications:

The formal education equivalent of a bachelor's degree with a major in general business, marketing or related field; plus three years of experience in purchasing or related area, including one year in a supervisory or leadership capacity. Other job-related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. [Visit our website at http://www.arstatejobs.com](http://www.arstatejobs.com) or [ArkansasEd.org](http://www.arkansased.org). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.