

STATE OF NEW JERSEY

## VACANCY ANNOUNCEMENT

**OPEN TO: CURRENT STATE EMPLOYEES**

**Philip D. Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**B. Sue Fulton**  
Chair and Chief Administrator

<b>POSTING #:</b> MVC: 2021-53	<b>ISSUE DATE:</b> 03/19/2021	<b>CLOSING DATE:</b> 04/02/2021	
<b>TITLE:</b> ASSISTANT BUYER	<b>RANGE/TITLE CODE:</b> P18/52662	<b>SALARY:</b> \$47,810.88-\$67,426.47	
<b>UNIT:</b> MV45 - PROCUREMENT	<b>LOCATION:</b> TRENTON	<b>WORKWEEK:</b> 35	<b># VACANCIES:</b> 2
<b>GENERAL DESCRIPTION:</b>			
Under direction, assists a buyer or other higher-level professional in selecting, preparing orders, and making arrangements for purchase of various equipment, materials, and supplies used by the departments or agency of assignment or for other State departments or agencies; does other related duties as required.			
<p><b>NOTES:</b> The Assistant Buyer should have excellent customer service skills, strong written and verbal communication skills and computer proficiency, with good working knowledge of the state purchasing system, NJ Start, as well as Microsoft products such as Excel, Outlook and Word. Fluency in each program is preferred. The Assistant Buyer should have ability to perform effective web research and perform an accurate value analysis as necessary. The Assistant Buyer should possess a good understanding of analytical procedures and quantitative reporting.</p> <p>All purchasing personnel are required to apply sound purchasing knowledge to all transactions to obtain the best value for the Commission. Good fundamental purchasing and procurement skills with an understanding of commodity codes, category management and sourcing, make or buy decision criteria and supplier management are preferred qualities for any candidate.</p>			
<b>REQUIREMENTS: (EDUCATION/EXPERIENCE/LICENSES)</b>			
<b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.			
<b>EXPERIENCE:</b> One (1) year of experience in the large-scale purchase of commodities, equipment, and supplies.			
<b>NOTE:</b> 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.			
<b>LICENSE:</b> 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 the essential duties of the position.			
<b>OPEN TO THE FOLLOWING:</b> Current New Jersey State employees serving in a permanent capacity for an aggregate of at least one (1) year and must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission.			
<p>Please note that only applicants who submit an application, cover letter, resume, college transcripts, and personal relationship disclosure statement completed in their entirety will be considered for employment. Applications can be found at:  <a href="https://www.nj.gov/mvc/pdf/employ/ApplicationForEmployment.pdf">https://www.nj.gov/mvc/pdf/employ/ApplicationForEmployment.pdf</a></p>			
<b>FILING INSTRUCTIONS:</b>			
Apply via mail or e-mail by submitting an MVC application, your resume, cover letter, college transcripts, and personal relationships disclosure statement (Attached) including the posting number on the subject line and your telephone number by 5:00 p.m. on the closing date. Send to:			
<b>MAIL:</b> New Jersey Motor Vehicle Commission Attn: HR Recruiter 225 East State Street P.O. Box: 050 Trenton, NJ 08666		<b>ELECTRONIC FILING:</b> mvchrrecruiter@mvc.nj.gov	
INTERVIEWS WILL BE GRANTED UPON REVIEW OF QUALIFICATIONS LISTED ON RESUME. JOB POSTING AUTHORIZED BY: Dana Foraker, Director of Human Resources			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- Any appointments made from postings which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, 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.

**MOTOR VEHICLE COMMISSION  
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT**

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the Motor Vehicle Commission (“MVC”) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No MVC employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

**Relative** means an individual’s spouse/domestic partner/civil union partner<sup>1</sup> or the individual or spouse’s/domestic partner’s/civil union partner’s parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual’s spouse/domestic partner/civil union partner by blood, marriage or adoption.

**Consensual personal relationship** means marriage, engagement, dating or other ongoing romantic or sexual relationships.

**Cohabitant** means non-related persons who share a household under circumstances where there is financial interdependence.

The Motor Vehicle Commission requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Resources (“HR”) - Director’s Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with the MVC’s Equal Employment Opportunity Office (“EEO Office”) and/or the MVC Ethics Office as deemed necessary. Upon receiving notice of the relationship, HR may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HR may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

\_\_\_\_ I **DO NOT** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission.

\_\_\_\_ I **DO** have a relative or a consensual personal relationship, as defined above, with anyone working for the Motor Vehicle Commission identified as follows:

Name	Relationship	Division and Work Location

**Additional Space Needed for Disclosure**     YES     NO    **If YES, write disclosure on back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee’s Name (Print) \_\_\_\_\_  
Applicant/Employee’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.