

# ***Ouachita Parish Police Jury***

## **JOB OPPORTUNITY ANNOUNCEMENT**

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|---|---------------------------------------|
| <b>POSITION:</b> Buyer – 2 Positions    | <b>OPENING DATE:</b> March 5, 2018    |
| <b>SALARY:</b> starts at \$12.07 / hour | <b>APPLICATION DATE:</b> Until filled |

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

### **DUTIES:**

Under the direction of the Treasurer, obtaining prices and quotes and writing requisitions for supplies, equipment and tools. Work is performed with independence and is reviewed through daily verbal reports submitted to supervisor. Performs other work as requested.

### **EXAMPLES OF WORK**

This work is of average difficulty. Incumbent supervises and assists in the receipt, storage and issuance of supplies, materials and equipment; verifies quantity and quality of goods received for conformity to purchase orders and specifications; prepares requisitions for replenishment of depleted stock. Work is reviewed through observation of results obtained.

Supervises the maintenance of supply inventory which supports the activities and services of individual department. Conducts annual inventory. Prepares requisitions and repair orders. Maintains parts inventory within Public Works. Receives freight. Receives and examines purchase order requisitions with individual department for accuracy.

### **QUALIFICATIONS**

High school diploma, GED or other certificate of competency and two (2) years of progressively responsible work experience in purchasing activities, one (1) of which was at the supervisory level OR equivalent combination of training and experience. Knowledge of current accounting rules, guidelines, practices and procedures. Knowledge of purchasing functions, operations and activities. Knowledge of supply management, inventory control practices. Ability to monitor inventory levels. Ability to prepare and maintain related paperwork.

### **BENEFITS:**

The Parish offers excellent benefits, including retirement system, vacations, sick leave and health and life insurance. Employee may be advanced to higher positions, based on his/her abilities and the needs of the Parish.

### **HOW TO APPLY:**

Applications must be submitted on the OFFICIAL FORM that is available from and may be returned to:

**Ouachita Parish Police Jury  
Personnel Office  
Ouachita Parish Courthouse  
300 St. John Street, 2nd Floor  
Telephone: 318-327-1340**