

Buyer, Purchasing/Central Warehouse

Annual Salary: \$30,472.00 Grade: 18 (Employees: Refer to Civil Service Rule VI.3.1 and VI.17 for promotional rate) Appointment to a position in the classified service shall be at the minimum of the corresponding pay range unless otherwise approved

Benefits Offered: 23.09 % employer retirement contribution; sick and vacation leave; health, dental, vision, and supplemental insurances offered.

Examination is announced to establish an employment list to fill vacancies in the Purchasing department and future vacancies as they occur.

Kind of Work

The purpose of this classification is to procure a wide variety of equipment, supplies and materials for the City.

Minimum Applicant Qualifications:

- High school diploma or GED; supplemented by two (2) year(s) of experience in municipal purchasing, bid specification preparation or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess a valid driver's license.
- Will be required to obtain a valid State of Louisiana driver's license at time of appointment and maintain throughout employment for this classification.

Work Hours:

Mon – Fri, 7:30 AM to 4:00 PM

Kind of Examination

This examination may consist of a written test, a rating of training and experience, a performance test or any combination thereof deemed necessary to adequately screen and rank applicants. **Examination notices will be sent out via email with a testing date, time, and location.** Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers and the dates of employment. The information is subject to verification.

Must include copies of driver's license, diploma, GED, DD214, degree, etc. with application.

Accepting paper applications: until filled.

COMPLETE A PAPER APPLICATION AT: WWW.CITYOFALEXANDRIALA.COM UNDER OUR
EMPLOYMENT PAGE

Completed applications may be submitted in one of the following ways:

- a. Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street Alexandria,
LA 71301
- b. Email: civilservice@cityofalex.com
- c. Fax: (318) 449-5232

Civil Service Department Ph. (318)449-5078 Email:
civilservice@cityofalex.com

The City of Alexandria is an Equal Opportunity Employer.