

Opening Date: October 23, 2013

Closing Date: November 5, 2013



INFORMATION & COMMUNICATIONS TECHNOLOGY DIVISION Missouri State Highway Patrol

JOB OPPORTUNITY BULLETIN

TITLE: BUYER I OR II
Application Development/Budget and Purchasing Section

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DESCRIPTION: This Buyer I or II position exists within the Missouri State Highway Patrol's Information and Communications Technology Division. This position is assigned to the Application Development/Budget and Purchasing Section. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is technical work in the procurement of supplies, materials, and information technology and communications equipment. An employee in this class is responsible for reviewing requisitions, preparing bid specifications, contracts, and purchasing orders. Work is performed under the supervision of a technical superior who assigns projects, gives preliminary instructions, and reviews work in progress and upon completion.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: Graduation from an accredited four-year college or university with specialization in accounting, data processing, computer science, communications, public or business administration or closely related field. (Related experience may be traded for education on a year-for-year basis.) **AND** have two years of responsible procurement experience in a centralized purchasing operation, involving experience with complicated and technical contracts, information technology or communications related procurement.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,472.50; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this position **must complete and submit** the Patrol's on-line application prior to the application deadline of November 5, 2013. Resumes will not be accepted in lieu of the application. Applicants with the necessary educational qualifications must also submit a copy of their college transcripts, which can be uploaded and attached to the application. Please visit our website at www.mshp.dps.mo.gov to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE System to reapply.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of November 18, 2013. The tentative start date for this position is within 30 days of the interview.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

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NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

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