STATE’S MINIMUM QUALIFICATIONS:

Education/experience requirements:
- The equivalent of a high school diploma.
- Five years of experience in merchandising or related field.
- One year in purchasing.

Knowledge of:
- State and university purchasing laws and regulations.
- Purchasing principles, procedures, and methods.
- Market condition and resources in an assigned field.

Ability to:
- Research and draft clear, concise, and competitive purchasing specifications and evaluate product acceptability and/or quality.
- Perform basic mathematical computations.
- Maintain accurate and systematic procurement records.
- Establish and maintain effective working relationships with purchasing agent/officials, vendors, and manufacturers.

Preferred Qualifications:
- Commercial Driver’s License with a minimum 3 years OTR experience
• Experience driving, maneuvering, and loading transport vehicles.
• Experience driving, maneuvering, loading and securing flatbed trailers.
• Drive long distances to screen, acquire, load, and transport equipment.
• Knowledge of Rural Fire Protection program.
• Frequent overnight stay.
• Bending, stooping, and climbing – ability to lift 50 pounds.
• Strong communication skills – oral and written.
• Professional demeanor and attention to detail are imperative.
• Working computer knowledge.
• Mechanical inclination for troubleshooting and vehicle maintenance.