



**CITY OF PLAINFIELD
PERSONNEL DIVISION
JOB OPPORTUNITY BULLETIN**

RESIDENCY REQUIRED

Posting Date: June 4, 2012

Closing Date: June 11, 2012

Department: Administration, Finance, Health & Social Services
Division: Purchasing

Position: Purchasing Agent

Salary Range: \$73,614 - \$100,171*
Subject to the adoption of the PMMA Salary Ordinance

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree. 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.

EXPERIENCE:

Five (5) years of experience in the writing of purchase specifications and in the purchase of equipment, materials, and supplies on a large scale. Possession of a Qualified Purchasing Agent Certification (QPA) issued by the New Jersey Division of Local Government Services, Department of Community Affairs is highly desirable.

Note residency is required however the applicable section of the Municipal Code allows the governing body to waive the residency requirement. Should the governing body deny the waiver; the appointed individual will be required to comply with the Residency Ordinance.

**TEMPORARY SUMMER POSITION
RESIDENCY REQUIRED**

Department: Public Works and Urban Development
Office of Economic Development

Position: Seasonal Worker – College Intern (2)

Hourly Range: \$7.25 - \$15.00

Requirements:

Education: Recent graduate or in graduate program in Urban Planning

Experience, Knowledge and Skills:

- Familiar with New Jersey Department of Environmental Brownfield regulations and programs
- Familiar with US Environmental Protection Agency programs for Brownfield remediation
- Have proven/strong background in community development, specific to strategies, organizational and programmatic resources to revitalize and/or stabilize neighborhoods.
- Excellent research, writing and organizational skills.
- Basic computer literacy in word processing, spreadsheets, Power Point and data bases.

Note: The position will require flexibility in Hours, as it is not a 9-5 work day, but a project, performance based schedule with deliverables.

Application must be submitted by the closing date to the:
Personnel Division,
515 Watchung Avenue,
Plainfield, NJ 07060

The City of Plainfield is an Equal Opportunity Employer